

## Southwest Property Management

### ESTATES AT WINDERMERE

Board of Directors Meeting

Stoneybrook West Golf Club

Minutes

2-16-06

#### ACTION ITEM

#### DONE-TAKEN ACTION

#### MOTION

#### Open Forum for Homeowners-none

1. **Establish Quorum-** Joe Relich, Kathie Glass, Ragini Patel, Kathy Sheppard, Kara Lynch, Janis Zanini, Todd Rule-all present. Gary and Spencer are present from SWP management.
2. **Call to Order and Proof of Notice-** 6:39 pm
3. **Approval of Prior Meeting Minutes-** Kathy moves to approve, Kathie seconds. All approve. (Change- Remove names from ARB submittals or violations in minutes.)
4. **Treasurer's Update-**Kathy Sheppard
  - ◆ Information is just in from the previous Management Company and bank records came in on 2-14-06.
  - ◆ Discussion of bills that should have been paid-No bills paid in January by SWP Management. SWP Management is still entering those bills paid in January by previous Management Company.
  - ◆ Discussion of legal fees and liability insurance-prepays are accrued over 12 months- **Spencer**
  - ◆ Legal fees were entered should be Management fee-**Spencer change**
  - ◆ Miscellaneous reserves should be a monthly expense
  - ◆ Discussion of utility bills-SWP Management has called vendors and has not received any bills-**Spencer will contact vendors again to ensure accuracy**
  - ◆ Prior Management Company paid vendors through the 10<sup>th</sup> of January- **Spencer**
  - ◆ BOD wants all postings in the month where the check was written-**Spencer**
  - ◆ Discussion of auto-payments- previous Management was not to collect after the end of year. SWP Management does not have the pre-paid report.-Kathy Sheppard has a copy of the report-**Spencer will obtain report from Leland**
  - ◆ Discussion of cash accounting for assessments vs. accrual accounting.-**Spencer** will provide both ways
5. **Landscape Committee Update-** Janis
  - ◆ PLM-Janis spoke with Jim 2-6
  - ◆ Valve cap is still missing from valves
  - ◆ Discussion of filling in ruts from vehicles on McKinnon. Janis discussed with PLM. PLM can fill in with sand.-**Gary-2-17-06 SENT EMAIL TO DAVID**
  - ◆ Discussion of bad driving on McKinnon-SWP Management suggests residents contacting OC Sheriff to put pressure.
  - ◆ SWP Management put Sheriffs number on website-**Gary-sent to webmaster 2-17-06**
  - ◆ Knock-out roses- Janis will get bids
  - ◆ Discussion of installing lilies on island
  - ◆ Discussion of what to spend on the annuals- Todd **MOVES** to allow Landscaping Committee a budget of \$950 for annuals/perennials as an installed price, Kara seconds, all approve.-**MOTION**
  - ◆ Are annuals part of the landscaping contract? **SWP Management check-2-17-06 SENT EMAIL TO DAVID**
  - ◆ Janis will get quotes for flowers from other vendors-
  - ◆ SWP Management will have welcome baskets with covenants and directory included-**BOD** will supply directory.
  - ◆ Mulch was installed-DO NOT INSTALL IN PLAY PARK!-**SWP Management** call PLM At Once-left over mulch on McKinnon around trees-**check-2-17-06 SENT EMAIL TO DAVID**

- ◆ Bush around electrical box in common area needs trimming. Resident has complained about size of bush.-PLM has reduced the size
- ◆ Kathy Sheppard is working on caps to fence-
- ◆ Irrigation reports-PLM is supposed to have a report every month-SWP Management get report-check-2-17-06 SENT EMAIL TO DAVID
- ◆ Discussion of weeds in St. Augustine
- ◆ Lighting proposal-to light the front of the neighborhood-Janis has copy
- ◆ Discussion of mistletoe on parkway trees-Kathy discusses-Is there concern?
- ◆ Trimming of ponds-BOD not happy with trimming, especially the fenced pond-all ponds needs improvement-PLM-SWP Management-check-2-17-06 SENT EMAIL TO DAVID
- ◆ Kathy Sheppard moves to have fountain pump inspected for \$300 or less, Kara seconds, All approve-SWP Management-MOTION CARRIES

#### 6. ARB Update-

- ◆ Kara Lynch submitted at meeting. Handed to SWP Management to record and send to ARB after logged in

#### 7. Manager's Update-

- ◆ BOD wants a written warranty on pump installed-SWP Management-check-2-17-06 SENT EMAIL TO DAVID

#### 8. Old Business

- ◆ Fence rail damage –
- ◆ Web site-up- Gate form is going on soon-SWP Management put up sign in neighborhood-
- ◆ Sidewalk and curb repair status-Send BOD status-SWP Management
- ◆ Tree trimming status-Completed by PLM-Discussion that trees need to be trimmed to a height where trucks will not hit-10' in contract-SWP Management contact PLM-check-2-17-06 SENT EMAIL TO DAVID
- ◆ Mulch status
- ◆ Kathie Glass-discussed having an electrical expert in to front of neighborhood to discuss installing electrical boxes for decorations and some landscape up-lighting-no price was quoted for up lighting, but the quote was \$500 for electrical boxes. Electrician mentioned that halogen sign lights are not grounded and are loose. Kathy Sheppard MOVES to pay the \$500 for the boxes and the grounding of the sign lights, Todd seconds, all in favor-MOTION CARRIES

#### 9. New Business-

- ◆ Discussion that BOD bring PLM in for next BOD meeting to discuss his work on a whole-BOD will email SWP management with next BOD meeting dates as the March meeting is on Spring break weekend.
- ◆ Discussion of the Bylaws-Recording-Kathie Glass will check to see if her husband can record them.
- ◆ Receipt for Xmas decorations submitted by resident-Kathy Sheppard MOVES to pay, Janis seconds, all approve-MOTION CARRIES-SWP Management to pay
- ◆ Play park-Joe Relich discusses the progress. There will be more info in a month or so. No discussion of moving park because of additional cost. Contractors have been contacted. Discussion of other options-gazebo, B-Ball court, etc.-Discussion of Special Assessment and the change of CCR's for a change to the common area usage or alteration.
- ◆ SWP Management suggests contacting Orange County for a RENEW Grant-BOD discusses looking into this possibility.
- ◆ Discussion of a long range planning committee for plants, lighting, signage, roads, etc.

#### 10. Adjournment- 8:43 PM, all move