

# ESTATES AT WINDERMERE

## Board of Directors Meeting

Stoneybrook West Golf Club

### Minutes

3-23-06

#### 1. Establish Quorum

- Present: Joe Relich, Kathie Glass, Kathy Sheppard, Kara Lynch, Janis Zanini, present.
- Absent: Todd Rule, Ragini Patel, SWP management.

#### 2. Call to Order and Proof of Notice- 6:45 pm

#### 3. Approval of Prior Meeting Minutes-

- Kathy points out two changes: Kathy moves to approve with changes, Kathie seconds. All approve.

#### 4. Treasurer's Update-Kathy Sheppard

- ◆ Financial reports provided by Kathy. SWP does not have corrected financials yet. On March 20, SWP provided Kathy with correct Balance Sheet for December and is still working on January and February.
- ◆ Total expenses for Jan & Feb were \$13,069 with a budget of \$18,275. So far this year we are under budget by \$5,206.
- ◆ Discussion of the Tax return due March 15, 2006. Kathy contacted SWP for status before March 15 and was told by Spencer that he thinks the accountant filed an extension. Spencer has not confirmed this yet. Kathy to inquire again about the actual status and request that she review the tax return before it is actually filed.
- ◆ SWP charged us \$408 in January and \$546 in February. Both these amounts should have been \$396. Kathy has requested a credit for \$162 be given in March.
- ◆ Heron usually provides a 10% discount if paid annually rather than monthly. Kathy has asked SWP to contact Heron to inquire about the discount. No word yet. Kathy will contact Heron
- ◆ Discussion on Reserve bank accounts that have been liquidated and balance given to Spencer, but no record yet on a new bank account set up at Wachovia yet. Kathy to follow up with SWP.
- ◆ Discussion on invoices that went out recently. Because of the confusion at the beginning of the year on which bank to pay and the increased fees some homeowners paid the wrong amount and some paid twice. Kathy has requested SWP to send out statements along with the invoices next quarter to avoid confusion on the actual amount owed. Some homeowners prepaid, some had credit balances carried over from 2005, some paid twice, and some paid the wrong amount.
- ◆ SWP reports they are not receiving information from Leland while Leland maintains they are forwarding all information in the envelopes provided by SWP to the PO Box in Winter Garden.
- ◆ Late notices for delinquent HOA fees were not sent out until March for February. No late notices were sent out in January.

#### 5. Landscape Committee Update- Janis

- ◆ Discussion on several bids for the replacement of the annuals. Kathie moved to hire Nanak for \$3,152. to install soil, dwarf Pentas, and pine fines (mulch) in the beds, replace the Sago and Hawthorns and some of the Juniper with a Triple trunk Pygmy date palm, knockout roses and mulch. Kara seconded, all approved.
- ◆ Discussion of mistletoe in the oak trees. Janis reported that it should be removed in the fall as it can eventually kill the trees. Also, all the trees should be properly pruned and thinned. PLM recently raised the canopy of the Parkway trees.
- ◆ Discussion on tree replacement. Janis to get bids on replacing three trees and stump grinding for a tree removed last fall.
- ◆ Janis is also looking at bids for other Landscaping companies.
- ◆ Janis reported that there are two burned areas in the white fence caused by a lawn mower. Janis to contact PLM to have them repair the damage.
- ◆ Discussion on the back retention pond fence/gate. Gate is opened and is considered to be a safety issue. PLM is not keeping this pond's banks trimmed. Janis to contact PLM to discuss.
- ◆ Discussion on the front right entrance sidewalk. Three sprinkler heads have been ripped and broken. Janis to ask PLM to move these back so they won't be damaged by golf carts.
- ◆ Janis reports that PLM has not signed off on the installation of the pump yet and will not until all the problems are solved. Payment of the pump should be held until they solve all the problems.

- ◆ Janis is organizing another front entrance “cleanup day”
- ◆ Janis will be working on applying for the ReNew Grant from Orange County for front entrance landscaping.
- ◆ Discussion of filling in ruts from vehicles on McKinnon. PLM gave a bid of \$200.
- ◆ Irrigation reports-PLM is supposed to have a report every month. SWP reported via email that they have requested these twice, but PLM has not yet provided report.

6. **ARB Update-**

ARB chair not present. Kathy reported one painting request.

7. **Manager’s Update-**

- ◆ Warranty on irrigation pump from PLM provided. One year Warranty from 3/1/06.
- ◆ Fountain repair completed

8. **PlayPark Committee Update give Joe catalog**

- ◆ Joe reported that the Committee is considering replacement equipment/costs and restoration of existing equipment. Committee is still obtaining bids. Committee should have a presentation ready for the BOD by next meeting. Joe feels a special assessment may be necessary to complete this project.

9. **Old Business**

- ◆ Management Services – Discussion on condition of homes/violations. Joe to contact SWP to discuss how best to handle this.
- ◆ Fence Rail Damage- Discussed in Landscaping report. Also, Joe to contact SWP to request they follow up with PLM to repair damage created by mowers
- ◆ Sidewalk and Curb Repair Status – Kathy requested a status report from SWP earlier today. SWP reported that they asked the BOD in January if they had signed the contract and the BOD did not respond. Discussion on January minutes which reflect SWP were to contact KM for the insurance information and February minutes reflect that SWP were to send the BOD a status report which was not received. Joe thinks the contract was signed in November and will follow up with Carol at Leland and SWP to locate the contract.
- ◆ Tree trimming status – PLM reported to SWP that the canopy of the trees were raised to the 10’ criteria
- ◆ Mulch status: PLM reported to SWP that the mulch has been installed. PLM installed mulch in the play park in error and was asked to remove it, to place elsewhere. PLM did not remove the play park mulch however did install more mulch elsewhere at their own cost.
- ◆ Electrical boxes installation update – Kathie Glass reported she is waiting on the new landscaping installation completion before contacting electrician
- ◆ Bylaws recording update – Discussion on the necessity for recording of the Bylaws. Bylaws are posted on the web site and should be recognized at every annual meeting. Matter closed.
- ◆ Long Range Plan for Projects – Discussion on long range projects and budgeting for such projects. Steve Schreiber volunteered to put some thoughts down on paper to begin the process. Kathy to email the BOD and Steve the 2004 project list. Kathy suggested that a committee be formed to work on defining long range projects, budgeting for these projects, and defining the scope of work involved. Kathy also suggested setting up specific contingency funds to begin to put aside money for these projects.

10. **New Business-**

- ◆ Tree replacement and Stump grinding discussed in the landscaping report
- ◆ Discussion on HOA fees and how comparable they are to other neighborhoods. Kathie reported that the current HOA fees are slightly low but comparable to other area neighborhoods considering the amenities.
- ◆ Discussion on the replacement of the Winder Bay street sign in the front entrance. The old street sign has been repaired several times and considered to be irreparable now. Discussion on other neighborhood street signs that will need to be replaced eventually as well. Joe to request that SWP research and obtain bids for a new sign that can easily be matched when other signs have to be replaced later.

11. **Adjournment-** 8:43 PM, all move Next BOD meeting April 20

Minutes taken by Kathy Sheppard