

# ESTATES AT WINDERMERE

## Board of Directors Meeting

Stoneybrook West Golf Club

### Minutes

4-20-06

#### ACTION ITEM

#### DONE-TAKEN ACTION

#### MOTION

#### Open Forum for Homeowners-none

1. **Establish Quorum-** Joe Relich, Kathie Glass, Ragini Patel, Kathy Sheppard, Janis Zanini, Todd Rule,- Gary, Spencer and Carol from SWP Management
2. **Call to Order and Proof of Notice-** 6:47, sign out 48 hours and on website
3. **Approval of Prior Meeting Minutes-** Kathy moves to approve, Joe seconds, all approve
4. **Treasurer's Update-**Kathy Sheppard
  - ◆ Kathy mentions to BOD to discard SW report, has own Balance Sheet and P&L and hands out to BOD along with summary report-Kathy mentions that some of the information included on the summary report is confidential is written for the benefit of the board members-SW was not given copy.
  - ◆ Accountant has filed extension for taxes
  - ◆ \$9,000 pending in homeowner fees
  - ◆ SWP to pay Heron with 7% discount-Kathy mentions this was given to Spencer 2 months ago
  - ◆ BOD reads through confidential report.
5. **Landscape Committee Update-** Janis
  - ◆ Brownies Pump out Service were on lawn in March-Janis had them move-broke irrigation?
  - ◆ 2 trees dying-McKinnon and playpark-Bark splitting
  - ◆ Landscaping enhancements-Irrigation repairs-Nanak agreed to fix, nothing broken-landscaping looked nice-Payment by 5-14
  - ◆ Invoices and irrigation reports-SWP Management has not received reports-SW only has March and April from PLM
  - ◆ Weed whack around wood fence-done PLM
  - ◆ Pond area cutting-holding off because of baby birds
  - ◆ Signature wall light-broken-discussion-move light closer to wall? Kathy Glass suggests she will have electrician look at fixture-**Joe** will check with Lowes to replace himself.
  - ◆ Gary fixed fountain and lights-breaker was tripped
  - ◆ Heron fertilized and sprayed
  - ◆ Flowers installed by Nanak
  - ◆ PLM had someone come over to repair breaker on irrigation-day of annual installation
  - ◆ Zone 2 was leaking-Bus stop-Repaired by PLM
  - ◆ RENEW GRANT DISCUSSION-Working on RENEW Grant-Janis requests help-Janis has 2 landscaping companies and needs a lighting company-needs diagrams (accurately done)-needs help on this as well-needs help with bids-Signage, Landscaping, Irrigation, and Lighting are covered by the RENEW Grant.-Janis needs help with filling out forms. Kathy Brown will do copies (need 7 copies of each)-Minutes must denote RENEW Grant discussion and need to be notarized after the minutes are approved. Deadline is first come-first served, so time is of the essence.
  - ◆ Flowers by tennis Court-Need a vote to be reimbursed-Kathy Glass **MOTIONS** \$35 for flowers, Todd seconds, all approve-**MOTION CARRIES**
  - ◆ Vines on pond fence-Gate will not close-PLM was contacted by SW to trim
  - ◆ Todd mentions that the trimming of tree is not 10'-Discussion-scratching cars-**Todd** will email SW with locations

- ◆ Janis reports that the tree trimming was not a good job-needed to be trimmed closer to tree-SWP Management will contact PLM
- ◆ Ponds need cleaning-Janis will contact a contractor she knows
- ◆ Janis will contact SW for new Social basket-Have Connie deliver 2 baskets to Janis ASAP
- ◆ PLM needs to weed whack trees around ponds-SWP Management
- ◆ Discussion of violations-grass dead, paint, benches, etc
- ◆ Todd would like to meet with PLM on site-Kathy suggests a community workshop-no date decided
- ◆ Discussion of garbage cans over 48 hours-Todd suggests taking some responsibility for these concerns-help the neighbor if they are out of town, etc.
- ◆ Kathy Glass does not like the juniper because you cannot see the roses.- Discussion of ivy

## 6. ARB Update-

- ◆ Submittals attached to BOD report

## 7. Manager's Update-

- ◆ Homeowner Violations-Develop baseline (25% roof mold is baseline-also, sending violation letters is SW discretion, assess BOD at meetings after the fact)-BOD approves these perimeters
- ◆ BOD wants general letter sent concerning the letter received by Sunset Lakes-On-street parking, Garbage cans-remind your landscaper to dispose of waste-Joe Relich will write letter and send to SW (Gary)
- ◆ Maintenance Report-attached to BOD package
- ◆ KM on site 4-26-9am-Kathy Sheppard will attend-will take approximately 1 week to complete-issue with curing process-BOD needs to get letter to residents affected by concrete repair-Todd wants area taped (yellow tape) to prevent crossings.
- ◆ Fountain lights and pump breaker repaired on 4-6 by Gary
- ◆ Bids to fix signature lights attached-DO NOT USE SPRINKER REPAIR
- ◆ Irrigation heads repaired-broken by golf cart-Kathy Sheppard has problem with the repair-she feels they had been asked to be moved, not repaired-SWP Management will recommend to PLM they be moved no charge.
- ◆ Bids for Oak tree replacement-attached-BOD wants "high rise oaks" bids-SWP Management
- ◆ Stump grinding bids-attached (\$150 bid) Todd MOTIONS, Joe seconds all approve-MOTION CARRIES- SWP Management
- ◆ Discussion of bids for landscaping-Carol asks if BOD wants bids-Discussion-Carol asks BOD if they want to include a list of BOD parameters.-Discussion of looking at PLM's contract-BOD will email to SWP Management-SW will scan PLM's contract and send to Todd by fax (407) 876-5547-- SWP Management
- ◆ Street sign bids- (inside of gate sign) attached in BOD package-steel is making wood rot on signs-No decision
- ◆ BOD wanted bid for sign on McKinnon-Kathy will work on this as part of RENEW Grant
- ◆ Repair of gate at pond-Replace webbing (\$325)-MOTION-Kathy motions to accept bid, Todd seconds, all approve-MOTION CARRIES-- SWP Management
- ◆ Aquatic System report given to BOD

## 8. Old Business

- ◆ Replacement Trees/Bids- Carol has bids
- ◆ Stump Grinding- Carol has bids
- ◆ Fence Damage Status- David claims he did not cause damage
- ◆ Retention Ponds-Mowing-David has assured this is being done on a regular basis-Joe wants reassurance that this is done-SW will email PLM again to be sure they are complying.- SWP Management
- ◆ Project List Status-tabled until next month
- ◆ Security System- Guard house security (Kathy has bid-3 camera system-installed DVR player for guard house-\$3,000)-Gary mentions the system on Sam's Club-\$900. BOD discusses-MOTION Kathy Motions, Kathy Sheppard seconds, all approve-MOTION CARRIES-Joe and Todd will install
- ◆ Sprinkler Heads at entrance-David has said they are repaired
- ◆ Irrigation Reports-none to date
- ◆ Sidewalk-Curb repair-Carol has update-Insurance forms as well

- ◆ Winder Bay Street Sign-Carol has update
- ◆ Broken Flood Light-Carol has update

9. **New Business-**

- ◆ Playground presentation by PowerPoint-Playground Committee handed out flyer to BOD. SW did not get copy
- ◆ BOD asks for guidance from SW on Special Assessment requirements. SW mentions from their preliminary inspection of the documents, 51% need to vote YES. An attorney should be consulted and the proxy and verbiage should be written by the attorney. Kathy Glass will check with her husband to see if he can assemble the proper paperwork.
- ◆ Kathy Glass **MOTIONS** to Special Assess approximately \$29,000 for the playground project, each home will be assessed \$350, the balance will be taken from working capital to fund the project.-Joe seconds, all in favor.  
**Motion carries.**

10. **Adjournment-** 9:08 pm Todd motions, Joe seconds, all approve.