

The Estates At Windermere

HOMEOWNERS ASSOCIATION, INC.

Board Of Directors Meeting

April 30, 2014 6:30 P.M.

MINUTES

The Board Of Directors of **The Estates At Windermere Homeowners Association, Inc.** met on April 30, 2014 at 6:30 p.m. at the McCarthy residence, located at 2236 Ridgwind Way, Windermere, Florida 34786.

Directors present were Dennis McCarthy, President; Andy Sheeter, Treasurer; and Kathie Glass. Jim Park, Secretary, was unable to attend. Jason Gamel, Vice-President, has recently sold his home and therefore submitted his resignation from the Board. There were no homeowners present. Chuck Strode represented *Community Management Professionals, Inc.*

CALL TO ORDER: The meeting was called to order at 6:40 p.m. by the President, who noted that a quorum was present and that proper notice of the meeting had been posted on property.

SPECIAL BUSINESS: Mr. McCarthy noted the resignation of Mr. Gamel and thanked him for his service to the Community. Motion **by Mr. McCarthy to APPOINT Marcel Maritz as Director to fill the unexpired term of Mr. Gamel;** motion was seconded by Mr. Sheeter and **unanimously approved.** Mr. Maritz joined the meeting at this time. **Motion by Ms. Glass to elect Mr. Maritz as Secretary of the Association;** motion was seconded by Mr. McCarthy and **unanimously approved.**

Secretary's Report: Minutes of the January 2014 meeting were briefly reviewed; **motion by Mr. McCarthy to approve the minutes as written and presented.** Motion was seconded by Ms. Glass and **unanimously approved.**

Treasurer's Report: The March financial statement was briefly reviewed by Mr. Sheeter, who noted that the Association was running just over \$8,500.00 **under budget** for the year to date through 03/31/2014.

Accounts receivable were reviewed; **motion by Ms. Glass to waive/adjust all balance due accounts under \$10.00 at this time (4 accounts).** The motion was seconded by Mr. McCarthy and **unanimously approved.**

The Association's current **collections policy** was briefly discussed. Management was reminded that **no late notices or intent-to-lien notices are to be sent without the prior consent or direction of the Board.**

Manager's Report: Mr. Strode introduced himself to the Directors, having recently assumed management duties for the Association upon the departure of Joshua Jacobs from CMP.

South Florida Water Management District (SFWMD) recently transferred the operating permit for the drainage systems within the Community to the Association, completing this process. Copies of the correspondence received will be provided to all Directors.

Management was asked to review the Association's community website (maintained on *yahoo.com*) to ensure that all management contact information has been properly updated,, along with other information on the site.



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Property inspections and violations processing procedures were briefly reviewed. **Management was reminded that the Board is to be advised of any violation or compliance notifications that need to be sent, and that NO violation notices are to be mailed without the prior consent or direction of the Board.**

Committee Reports: Reports were heard from the following appointed Committees –

Architectoral Review Board - The process of reviews, approvals, and notifications to owners of requests submitted was discussed and reviewed. Management will provide a monthly Architectural Review report to the Committee to assist in this process.

Unfinished Business: The following matters were again considered by the Board –

Front entry signs - Renovation plans and designs were discussed. Use of travertine tiles and new black lettering is being considered. Andy Sheeter presented initial cost estimates, including all drawings, permits, and fee:

✂ \$7800.00	Landscaping/planer area upgrades and renovation
✂ \$1785.00	Travertine tile installation
✂ \$4100.00	New sign lettering

Management offered additional contractor referrals for tree services (*A Cut Above Tree and Landscape*) and sign design, maintenance, and installation (*The Sign King*), who might also submit quotes for consideration, and will pass along contact information for these vendors to Mr. Sheeter.

Sidewalk repairs - The first phase of community-wide sidewalk repairs is substantially completed by Associa OnCall at this time, with some panels having been ground-down, and many other panels completely replaced. The Board will revisit the balance of the project needs and determine, at a future meeting, whether to continue the project in phases (by need), or to complete the remained of the work at one time.

Landscape maintenance services - New contractor *Millennium Lawns* assumed services as of April 1. Service concerns were discussed by the Board, and some of these have been addressed with the contractor. It was noted that the contract for services contains a 60-day notice of termination provision, in the event quality of service does not meet the expectations of the Community.

Irrigation system repairs and maintenance - Irrigation maintenance contractor Rob Durant continues to work on the necessary repairs to zone wiring and clocks on the system. System repair expenses that exceed the line item budget will be allocated to **Miscellaneous Grounds Expense** when necessary.

New Business: The following matters were brought before the Board for consideration and action –

NEXT MEETING DATE: The next scheduled meeting is **JULY 30 at 6:30 p.m.** Additional meetings, if deemed necessary, will be held at dates **to be determined.**

New tree planting - Planting of new cypress and pine trees at various locations within the Community was discussed; quotes for trees and installation labor have not yet been obtained. **No action was taken at this time.** The project will be discussed again at an upcoming meeting.



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Retention pond weir structures - Painting of the weir structures (overflow boxes) was discussed, with the intent being to camouflage their appearance. Additional information, including price quotes, is needed in order to properly consider the project. **Discussion was tabled to a future meeting** while additional information is obtained.

Retention pond fountain maintenance - The lighted fountain in the retention pond recently experienced operational issues, most likely due to a fouling of the intake suction line filter. Management will consult with the fountain service provider to determine if a **preventive service schedule** for the fountain should be established.

Pet control concerns - Recent complaints from residents concerning dogs being allowed to run off-leash with the Community were discussed; it was agreed that these complaints will be addressed on a personal level with the pet owners before any violation notices would be sent.

Park and playground area enhancements - Upgrades to the recreation tract were briefly discussed; it has been suggested that the Board consider the installation of **outdoor speakers with Bluetooth connectivity** in the park area. Mr. McCarthy will research equipment and prices and provide information to the Board for consideration at its next meeting.

Summer Block Party - The annual event is scheduled for **June 14**, and cost deposits have been paid to the party event company.

There being no further business to come before the Board, the meeting was **adjourned at 8:20 p.m.**



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