

Pinewood Village Condominium Association, Inc.

Board of Directors Meeting

APPROVED MINUTES, MAY 17, 2016

April 19, 2016 7PM @ Club House

1. CALL TO ORDER

Jeff Chase called meeting to order at 7:01 PM, Welcoming the Owners.

2. ROLL CALL

Pam Sherock called roll call; Bill McNeill, Treasurer; Charlie Lopipero, Director at Large; Jim Knapp, Director at Large; Lori Battaglia, Director at Large; Pam Sherock, Secretary; Jeff Chase, President; and Bob Surbeck, Vice President. In attendance from Ameri-Tech Management Company was Mike Perez, CEO of Ameri-Tech; Sharon Van Winkle, Director of Marketing and Business Development; and Nikki Rushka, Staff Account. There were 25 Owners present, as well.

3. READING OF THE MINUTES AND APPROVAL FROM MARCH 15, 2016

Jeff asked for request to accept minutes; Lori motioned to accept. Jim declined. Jeff asked if there were issues at this point; all corrections are made in the amended March Minutes. Jim suggested minutes be sent to Board for review prior to meetings. Jeff stated he would like to see more human interest and conversation in the minutes from this point forward. It was decided to have minutes sent to Board members 2 ½ weeks after meeting for review and their input would be returned to Secretary in a timely fashion. All Board members will submit any changes to Pam for the unapproved March minutes by April 25, so changes can be made and then sent to the Board members for review. Bob motioned to table the March 15th minutes for approval until the May 17th meeting; Bill made the second and all approved. Pam asked about the March 21, 24 and 28th minutes; Lori made the motion to waive the reading and to accept, Bob made the second; all approved. Bob then moved to accept those minutes as presented.

4. TREASURERS REPORT AND ACCEPTANCE

Financials were not received from Resource Management Company at this time. Bill reported:

Petty Cash \$162.52

Clubhouse donations \$523.84

Operating Cash: Beginning Balance \$81,836.35

Ending Balance \$92,236.73

Reserve Account: Beginning Balance \$347,927.14

Ending Balance \$246,936.00

Delinquent Owners Fees: Beginning Balance \$5,199.60

Ending Balance \$4,604.96

Bob made motion to accept the Treasurers Report, Lori seconded, and all approved.

5. CORRESPONDENCE

Jeff stated he received correspondence regarding parking at 1302 from Nancy Milkamp, allowing Pam to have Hospice and Visitors' use this spot on occasion. Bill stated that he told Renter at 1304 that he could park in that spot, since the Owner of 1304 left his car in the covered area. It was stated by Lori that Bill did not have that authority. Pam said she had talked to renter and he is okay where he is parking now. Motion was made by Jeff to allow this request from 1302 to Pam during the day and Renter in the evenings, seconded by Bill and all approved.

6. PRESIDENTS REPORT

Jeff stated that he would like to commend the Board for their efforts in researching, interviewing and ultimately choosing Ameri-Tech Property Management Company.

7. INTRODUCTION OF AMERI-TECH PROPERTY MANAGEMENT COMPANY

A. Company Presentation

Giancarlo Gonzalez, LCAM; our new Property Manager had conflicting schedules and was not able to attend; however, as Jeff stated, the “second team” CEO of Company, Marketing Manager and Accounting Manager for Pinewood Village was available for questions from the Owners present after a short presentation.

B. TRANSITION DISCUSSION

Mike, Sharon and Nikki mentioned letters and coupon books will be in the mail and arrangements for auto deducts can be made this evening with Nikki if the Owners have not already sent that information out. Mike was honored to have Ameri-Tech selected; knowing the process that was done and promises not to let us down. Mike mentioned there is an open door policy regarding any issues or concerns. Sharon stated the Ameri-Tech Vendor Booklet will soon be delivered to Owners at no charge.

C. QUESTIONS FROM UNIT OWNERS

Owners questioned the time limit on setting up auto deduct and Nikki offered her assistance. Another question as to whether coupon books needed to be sent out, if they were on auto deduct; the answer was they would still be mailed.

8. MANAGERS REPORT

Jeff went over the Managers Report; March Financials were not available, based on February projections the Association should be under Budget.

Bills have been forwarded to Ameri-Tech so they can begin setting up their accounting data. All Pinewood information in the Clearwater Office will be boxed for Ameri-Tech by April 27th.

1602 and 705 are both with the Attorney, it looks as though 1602 has made payments.

A report of a dog violation for Unit 1607 will be addressed later during this meeting.

Managers Report is attached to these minutes.

Jeff, at this time, wanted to thank Jim Knapp for his efforts with communication and setting up the Community Channel and to let the Owners know that in the future, the Agenda will be posted on this Channel.

9. COMMENTS FROM OWNERS

Anthony Marchetti asked a letter be sent to 1602 in regard of being delinquent and using the Amenities. After review of condo docs it was determined that delinquent owners cannot use Association amenities. Jeff stated he would check with Attorney and have additional letter sent if not already addressed.

10. COMMITTEE REPORTS

A.SOCIAL COMMITTEE

Bob Surbeck reported as follows:

Report for 3/15/16-4/18/16

Bank Balance 3/15/16 \$735.43

Hot Dog Cook Out hosted by Tony

And Liz LaCorte, 50/50 proceeds \$50.00

Transfer from Bingo cash on hand \$100.00

Coffee Hour 4/19/16 Hosted

By Beverly LaPoint and Bob Surbeck \$14.00

50/50 proceeds \$9.50

8 Lounge Chairs sold for \$10.00 \$80.00

Bank Balance 4/19/16 \$988.93

Bob reminded everyone on Fridays Potluck; and thanked Board Members who attended the Cook Out. Asked for volunteers to Host these events and reminded them the Social Committee is always available to help if needed. These events cannot be held without a Host or Hostess.

B. BINGO

4 WEEKS, 122 PLAYERS

CASH IN \$322.00

CASH OUT \$322.00

CASH ON HAND \$207.61

Transfer to Social Committee

Bank Account [\$100.00]

EXPENSES FOR REFRESHMENTS [\$18.70]

50/50 PROCEEDS \$69.50

CASH ON HAND 3/15/16 \$158.41

BINGO has ended for the SEASON ON 4/14/16

We thank everyone who attends BINGO, donated refreshments and those who help set up and clean up each week.

Bob motioned to have Bingo report be combined with the Social Committee Report beginning next month and that \$100 plus ant loose change under \$1.00 be shown on the Report and kept as Bingo Cash on hand, and any whole dollar amount of Bingo Monies in excess of \$100 be deposited in the Social Committee Bank Account. Bill made the second, and all approved.

C.SALES AND RENTALS

At this time there are 10 yearly rentals, 3 seasonal, making a total of 13 Rentals. Lori and Pam will review these rentals to make sure they all have lease agreements as required, and report back to the Board at the next meeting.

D. OTHER COMMITTEE

Jim Knapp stated the channels to be used for the Community Channel; asked for volunteers to step forward with Communications, and suggested anyone wanting their Birthday or Anniversary mentioned to contact him. Pam complimented Jim on the wonderful job he has done with the Community Channel; she mentioned most everyone has received the 2016 Phone Directories. Anthony Marchetti made the comment that 304 called just the evening before stating she had not received her Directory, Pam said she would deliver the following day.

11. REPORTED RULES VIOLATION

A. UNIT 1304 PARKING, STORAGE AND BIKE

There was much discussion on the violations of 1304. Mike, CEO from Ameri-Tech suggested an addendum be drafted by Attorney for policies going forward. It was decided to table this issue until after May 1, 2016 when Ameri-Tech comes on as new Management Company and plans can be formulated to address these types of problems.

B. UNIT 1607 UNAPPROVED ANIMAL

Discussion was had on the unapproved animal; the Owner needs to comply with Pinewood Village Documents. A motion was made by Bob, seconded by Bill to have Ameri-Tech send a letter to 1607 to remove the animal within 14 days according to our Documents. The motion was approved unanimously.

12. REVIEW OF VIOLATION REPORTING AND ENFORCEMENT POLICY

It was decided that letters should be written by each individual who witness a violation to Property Manager Giancarlo Gonzalez. The Manager will in turn contact the Board and get the decision on whether or not to proceed with a letter to offending Owner.

Charlie brought up the problem of Owners not understanding particular rules. The consensus is to communicate on the Community Channel or Website so there is a better understanding.

13. UNLICENSED CONTRACTOR REGULATION POLICY AND ENFORCEMENT DISCUSSION

The State of Florida requires that contractors be licensed and insured; this protects all owners from liability issues. Mike Perez stated the vendors in his booklet fill the requirements. A motion was made by Lori, seconded by Bob to have Ameri-Tech distribute these booklets in the next few weeks; the motion was approved by all.

14. CONDOMINIUM OFFICE DOCUMENTATION.WHAT SHOULD BE INCLUDED IN THE OFFICE FOR REFERENCE. PERSONAL INFORMATION PROTECTION DISCUSSION

Jim started a discussion on having Association forms on the computer in the office. It was decided that all forms will get both an ID and Date attached to them for Ameri-Tech and Office computer. In the future these forms can also be available on the website. Pam will update these forms.

15. LED STREET LIGHTING STATUS

Bill reported the contract with Duke Energy, Mark Sheraton is in place. No date yet as to when the lights will be replaced.

16. ROOF MAINTENANCE PROPOSAL

Bill reported he has not received anything yet on proposal, he plans to contact Jeff from Urethane.

17. PARKING RULES. CAN THEY BE ADDED TO COMMUNITY CHANNEL?

Jeff stated a Committee should be formed to go over Parking Rules. Lori, Bill and Bob volunteered; Bob will take the lead to report back at next meeting.

18. PINWOOD VILLAGE CORPORATION STATUS ON SUNBIZ.ORG

It is necessary to file information regarding Officers, etc. with the State of Florida by May 1st. Resource has not done this. Ameri-Tech has offered to take the lead on this and also register them as our Agent by May 1st. This will save the Association a \$400 penalty, had it not been done. Thank you!

19. UNIT 601 EXISTING DAMAGE FROM ROOF REPAIR STATUS

The damage is not the responsibility of the Association. Bill offered to paint the area for her, but it was not convenient at that time. Bill said he would ask her a couple of more times to see if he could help her out.

20. SWIMMING POOL ELECTRICAL ROOM SCOPE OF WORK AND PLAN TO COMPLETE

Jeff stated the Owners Survey results showed an interest in addressing the Pool Electrical room. Jeff asked Bill to prepare a Scope of Work and then work with Gee to get quotes for bids from licensed vendors for this project.

21. COMMUNITY SIDEWALK REPAINTING SCOPE OF WORK AND PLAN TO COMPLETE

Jeff stated that we need volunteers to step forward to paint sidewalks; otherwise we would need to contract it out. Bill said he could get volunteers to help. Bill will put together a schedule and names of volunteers before next meeting. Jim will post on Community Channel for volunteers to help paint. Jim asked to have contacts limited to two Board members for issues regarding Pinewood Village. Mike Perez agreed and said that is usually more productive. Jeff agreed to make contacts for Administrative matters, while Bill will handle grounds and building maintenance. Jeff thanked Jim for the suggestion and thanked Ameri-Tech for their time and expertise. At this point, Ameri-Tech took their leave.

22. ROAD RESURFACING SCOPE OF WORK AND PLAN TO COMPLETE

There was discussion on various methods, sealing versus paving, and where the money will come from. Jim suggested doing a spread sheet to determine what our needs are. Jeff stated that he wanted our Owners to know that these items from the Survey are being addressed. It may not be done in the next week or so, but the Board is working on it. The decision is to wait until May when our new Property Manager Gee comes on board so that he can be involved with bids from various contractors.

23. COMMUNICATION IMPROVEMENTS

A. WHAT SHOULD BE INCLUDED ON COMMUNITY CHANNEL

B. PROCESS OF GETTING THINGS POSTED

Jeff stated it was necessary to protect the chance of offending someone, so any suggestions made should be presented to the Board and approved before posting. Birthdays and Anniversaries are welcome and encouraged.

24. COMMITTEE CREATION DISCUSSION

A. WHAT COMMITTEES DO WE NEED

B. HOW SHOULD THEY BE MANAGED

C. SCOPE OF RESPONSIBILITIES

D. HOW TO VOLUNTEER

Bill suggested volunteers can save the Association quite a lot of money. He stated anyone he asks generally offers to help. He mentioned 605 is willing to help with a Landscape Committee.

Jim mentioned he agrees with Bill, if they volunteered some of this work, costs could be cut back from Landscaping Company.

Jim would also like a website committee to work closely with Ameri-Tech. Jim is willing to train people on how to use the website, as well.

Pam stated that she and Lori have plans to go through the files to make sure there is the proper documentation.

Pam asked Charlie if he would agree to help conduct interviews of new residents, Thank You, Charlie.

Bob is very much in favor of having the same people do the Interviews.

Bob would also like to see a separate committee for buildings and a separate committee for grounds.

He would also recommend a grievance committee be formed for any upcoming violations.

Jeff asked Jim to post for volunteers for these committees on the Community Channel: Contact Bill for Buildings, Jim for Landscape and Jeff for Grievance Committee. Jeff stated the importance of a grievance committee; they enforce the rules, stating the Board can only do so much without their help.

25. BUILDING 4 CARPORT DAMAGE STATUS

Bill said it was taken care of. Bob said it was a non-issue actually; the damage was not that bad. However, the person involved came back the next day and reported it to her insurance company. Pinewood Village will not pursue the accident.

26. COMMENTS FROM DIRECTORS

Bill commented the light post at the pool needs to be addressed, the cost would be \$160.00. Bill made a motion to replace, Lori seconded and all approved.

Lori made a motion to have Bill check on prices to replace the entrance mirror that was damaged by the wind and to report back to the Board, Bob seconded; all approved.

Pam asked about building 13 water spickets being turned off, if anyone had any input.

Bob thanked Ameri-Tech for staying as long as they did.

Jim stated the Phone Directory should be kept current; Pam is doing that as new people come in. Bob suggested new people be welcomed on the Community Channel.

Jim asked about ESA animals and documentation, files will be checked when Ameri-Tech gets organized after the transition.

Jeff stated that Baycut has a new Account Manager, David Henry; and he made a courtesy call to him and let him know that bids will be taken in July.

27. UNFINISHED BUSINESS

28. NEW BUSINESS

Comments were made from Directors and Owners.

Charmaine McNeill stated that Betty Fury[Building 5] had passed away. Jeff expressed sympathy on behalf of the Community.

Anthony Marchetti wanted permission for Matt to replace light in the pool; Bill said he had to be licensed. Anthony also wanted letter to be sent to a homeowner for hiring an unlicensed contractor. Jeff said this issue is being addressed by Ameri-Tech as discussed earlier in point 13, Unlicensed Contractor Regulation Policy.

Bruce Silton inquired as to when a licensed contractor is needed; Bill replied for plumbing, electrical; things of that nature.

Tony LaCorte made the statement that volunteers could be doubled during the winter months when Snowbirds are present. Jeff agrees; jobs will continue during summer months and increase when we get more Manpower.

Ray Danen inquired about fertilizing the Palms in the front; Bill said it was done the previous week.

Jim said the incorrect mailing address for a Tax Statement needs to be changed; Jeff received a copy of it and will address this.

29. SETTING DATE FOR NEXT REGULAR BOARD MEETING MAY 17, 2016 AT 7PM AT THE CLUBHOUSE.

30. ADJOURNMENT

Bob made motion to adjourn at 9:28 PM, Bill seconded and all approved.

Respectively Submitted,
Pam Sherock

