

# **PINEWOOD VILLAGE CONDO ASSN.**

## **BOARD OF DIRECTORS MEETING**

**Wednesday, June 20, 2018**

**601 N. Hercules Avenue**

**Clearwater, FL 33765**

## **MINUTES**

- **Call to Order (7:02 PM) – Jim Knapp**

- Establish Quorum/Roll Call – Jim Knapp, Dick Mall, Tony LaCorte, and David Fedash from Ameri-Tech Community Management were present.
- Meeting Notice Verification – was posted in a timely manner. Agendas passed out.
- Reading/Approval of Board Meeting Minutes. Jim Knapp motioned to approve May 16th minutes from the previous Board Meeting. Dick motions to approve prior minutes, Tony seconded the motion, all in favor, motion passed, 3-0.

- **Correspondence – Jim Knapp**

- All correspondence listed on the Agenda were addressed, received “thank you” from Elaine, Claude and Stan for new palm trees planted behind #103 & #104 and many appreciations for Newsletter
- Reply to #701 - back light has been ordered
- Reply to #1205 back light has been ordered, will have electrician install
- Reply to #1101 tree branches touching car port were cut on Saturday, on landscaper’s list to do better due to height and tools
- Reply to #1305 front light was ordered 6/18/18, 7-10 days, electrician will install
- Hanny Barram’s Board resignation, Jim motioned to approve, Dick seconded the motion, all in favor, motioned passed, 3-0 All thanked Hanny for her service and her contribution to landscaping changes

- **Treasurer’s Report – Jim Knapp**

- May YTD Income Statement and Balance Sheet were handed out.
- Good shape, Over Budgeted, Above Income, Under Expenses, Delinquencies under \$10,000
- 2017 YTD Budget was not met due to 2017 was budgeted for 12 months when actual was only 11 months of income and expenses, fiscal year begins February 1st and want fiscal year to meet the calendar year, and will this year with a full 12 months
- Delinquencies under \$10,000, 2 biggest are foreclosures of almost \$8,000, only 4 people are delinquent and letters were sent
- \$137.60, 20-30 years of toxic chemicals in Tool Room were taken to Solid Waste
- New cleaning company starting at end of month
- \$3,000 ONTOP, Board approved to hire same company who evaluated our roofs hired for new roofing specifications for new roof who will be responsible for obtaining and presenting to vendors and obtaining sealed bids and recommending a roofing company
- Tony motioned to approve Treasurer’s Report, Dick seconded the motion, all in favor, motioned passed, 3-0

- **Property Manager's Report – David Fedash, Ameri-Tech**
  - David confirms Jim's overview of finances
  - Suggested cleaning up and simplifying financials, easier to follow more user friendly, Jim stopped by office and are working on that
  - Delinquents, 90+ days - 0, no change from last month, 60+ days – 1, no change from last month, 30+ days – 2, 4 accounts last month
  - Legal Status Report, 2 accounts with attorney and are in bank foreclosure, no change from last month, #707 is a bank sale within the next month, attorney does not recommend Association foreclosing because it is already a bank foreclosure and if within 1 to ½ months receive a sale date/3<sup>rd</sup> party buyer can recoup full amount or 1 year or 1% per FL Statues, other foreclosure is #301 balance \$5,127, claim of lien 4/20/18, 301 will take longer due to attorney actions stating, balance \$3,511, claim of lien 4/9/18
  - Requested water/sewer credit from City of Clearwater for water leak behind #606 at main shut off valve, no credit was given, bill only increases if more than 359,000 gallons which we did not exceed, the bill for this location stays same from 0 - 359,000 gallons
  - Inquiry for bulk cable rate & service contract, discounts and extra services still pending evaluation
  - Tony motioned to approve Property Manager's Report, Dick seconded the motion, all in favor, motioned passed, 3-0
  
- **President's Report – Jim Knapp**
  - Baycut remedied Bldg 16 drainage and works well, cable wires cut to 2 units, repaired and cable buried
  - More shed doors need replacement, on-hold until handy man is hired
  - Roof tiles continue to be spot cleaned due to rain, toxic chemical liquid must remain on tiles, sides & back done, front unknown, door hangers notifying when this will continue and a notice will be placed at the mailboxes
  - Electrician was hired to replace 5 rear light fixtures
  - 13 hose hangers to be installed
  - A VCR/DVD player was purchased and was hooked it up to the Clubhouse TV, Dick opens Clubhouse early AM
  - Sale of #304 closes on 6/21, purchaser was interviewed 6/19, wife to join in 6 months, sale #1501 had a sales inquiry per David, #203 & #102 may be for sale in the future
  - Jim motioned to approve President's Report, Tony seconded the motion, all in favor, motioned passed, 3-0
  
- **Social Activities Report – Jim Knapp**
  - Balance is \$2,611.05 = \$2,461.05 checking, \$150.00 cash, Dick gave money back from 5/25 Pot Luck and 6/9 Coffee
  - Coffee - Jaye volunteered for the rest of the year, Lunch – Jean has volunteered the rest of the year, Sugar – Jim has volunteered for the Board meetings the rest of the year, need volunteer helpers, Bingo – Carol in fall, Pot Luck – TBD, Board Meetings – Jim
  - 6/21 – Luncheon (12:30) in Dunedin, 6/22 – Pot Luck Friday
  - Dick motioned to approve Social Activities Report, Tony seconded the motion, all in favor, motioned passed, 3-0
  
- **Old Business – Jim Knapp**
  - Hired McMullen Roofing to patch on-going roof leaks, patched #203 & #608 leaks, ceilings need repaired & need painting, #205 still has a leak, need another good rain to find it, #203 bullet hole from inside out

- Hired ONTOP (roofing consultants recommended by David) to create and present a bid specification to roof contractors, Pinewood Village will have a “special” Board Meeting when ONTOP’s plan is presented to the Board, will get references from roofing company
  - Jim had 2 handouts, Roof Summary (condition per building) and Roof Diagrams (current flat roof and future tapered roof) that were discussed, will start with the 3 worst roofs, 2 per year
  - A/C’s will be removed by roofers during the new roof installation will install all the A/C’s per current code
  - Condition of roofs per handout, new roof decision and expense to maintain roof conditions were explained, roof types were discussed
- **New Business – Jim Knapp**
    - Bldg 16 termites, termites doubted, most probably swarming Carpenter ants with wings, a professional pest control company stated to Jim that termites cannot live in 150 degrees, #205 & #206 car ports had termites, termiticide was used and took care of the problem
    - Bldg 1 and Bldg 11 fire extinguisher boxes arrived today, will be installed by Jim and Dick over weekend
    - Sagging sidewalk / overhang near #301 was looked at by roofing company, overhang over walkway needs propped up, new concrete posts, new 4X4 brace treated and painted, handyman will repair, will speak with a “handyman” next week
    - #1204 ceiling/attic leak, additional spots, will be determined next hard rain
- **Owner’s Comments** (speakers did not identify themselves)
    - Jaye - Social coffee, is looking for a volunteer hostess, need chairperson for sign up at Pot Luck
    - #306 poor roof, low branches need to be cut before storm season, will have landscapers look at it, waiting on all tree status report from landscape company (trimmed, replaced, removed)
    - Bldg 15 and Bldg 16, closer to south side of Bldg 16, big Elm tree hanging over, broken limb hanging at top
- **Director’s Comments**
    - Jim - Still looking for Board Member #5, also secretary, will use Ameri-Tech until Fall
    - Continue to clean out tool room & storage shed, need space for a golf cart, Jim has diagram of proposed space in shed, still stuff to go
    - Tony – great job shaping up, Jim keeps grass higher
    - Dick – be on look out and aware when out alone at night/early morning, saw 2 gentlemen t 4 AM
    - Jim – we will need to discuss dogs, create a fining committee/letters
- **Next Meeting – Wednesday, July 18, 2018 – 7:00 PM**
    - Jim – thanked owners for their time and attention this evening
- **Adjourn Meeting**
    - Jim motioned to adjourn, Tony seconded the motion, all in favor, motion passed 3-0. Meeting adjourned at 8:05 PM.