

Pinewood Village Condominium Association, Inc.
601 North Hercules Avenue
Clearwater, Florida 33765 APPROVED 9/20/2016
Board of Directors Meeting
August 17, 2016---7 PM Clubhouse

1. CALL TO ORDER

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

2. ROLL CALL

Jim Knapp, Director at Large; Lorraine Battaglia, Director at Large; Pam Sherock, Secretary; Jeff Chase, President; Bill McNeil, Treasurer; Bob Surbeck, Vice President; Charlie Lopipero, Director at Large; and Giancarlo Gonzalez, Property Manager from Ameri-Tech Property Management Company. There were 12 Owners in attendance.

3. READING OF THE MINUTES AND APPROVAL

Jeff asked if there were any additions or corrections. Bill McNeill said he thought the sentence referring to the report of donations from Owners for Clubhouse improvements should be deleted, as it actually was not reported at the meeting. Deletion was made. Bob stated under Presidents Report it should read Grievance and Fining; not Finance. Change was made. Bob also stated he didn't believe he made some of the comments; Pam said she reviewed the tape from the recording again and found them to be correct. Charlie stated that in reference to his statement that he did not see the three month lease on 906; he feels he was not included in this transaction. Pam explained that no one had seen that lease until the actual interview, including the tenant. That was why the Realtor was present to have this document signed at that time. Jeff asked for motion to approve the minutes; Lori made first, Jeff seconded..[At this point there was discussion on approving minutes...to save on time in the future, minutes will be reviewed and changes, if any, will be made before the meeting] Lori, Jeff, Pam, Bill, Jim approved; Charlie, opposed, Bob, abstained. Motion did carry.

4. TREASURERS REPORT AND ACCEPTANCE

Bill said there were 3 checks for NSF Funds on Owners past 90 days. Change was suggested to send letters to Owners and Renters; who have renters that are delinquent over 90 days; the Association has the right to collect rents until delinquency is current. The Management Company becomes the Landlord in this case for the Association. Discussion continued for legality issues. Jim made a motion that after 90 days of delinquency, that letter be sent to both Owner and Renter stating that Renter pays to Ameri-Tech until current; Bill seconded, Pam, Charlie, Bob, Jeff agreed; Lori opposed wanting to see documentation on this issue. Motion carried. June Assets: \$437,596.89; July Assets: \$453,041.22; Petty Cash \$246.35. Bank United is still sending paperwork to Resource on Money Market, should be taken care of next week. Jim asked about process for previous foreclosures, the financial sheet was already printed for this month and those Foreclosures will be removed next month. Pam asked about \$51,942.57 from "Net Loan Proceeds" from previous statements at Resource involving Insurance with Bouchard, Bill said he will check on it. Bill also said the amount of loan from last year insurance was less than budgeted. Jim asked about collection process; Bill explained on the 11th day you are late,

the late fee of \$25.00 will be posted to your account. After 60 days a letter will be sent by Management Company, after 90 days Attorney will send letter and all fees will be the responsibility of the Owner; after that the Board will make a decision on Foreclosure. Pam asked about forgiveness during the transition with Management Companies on late charges; Bill said that was for one month only.

5. CORRESPONDENCE TO BOARD MEMBERS

Jeff read the letter from Linda Woodhouse [902] requesting the front entrance mirrors to be replaced. Linda didn't speak on this issue at the last meeting until after a vote had been taken, there was some discussion and the Board took another vote. Lori made the motion to replace front mirror, Pam seconded, opposed by Charlie, Bill, Bob, Jeff and Jim abstained.

Jeff read letter from Tony Oliva regarding his disappointment with receiving a letter from the Management Company. Jeff stated that procedures have to be followed going forward. Jeff is sorry that Tony was upset. Bill McNeill said he will not apologize for the letter because it is a safety issue. Jim received letter from 204 thanking the Board for a new shed door. Also Jim received 12 letters regarding the Newsletter; he passed all along to the Board.

6. PRESIDENTS REPORT

Jeff acknowledged all members of the Board for their individual assets. Bob for his contribution to the Social Committee making sure everything runs smoothly and offering assistance to those who lease the Clubhouse, as well as other events. Bill for walking the complex daily and dealing with contractors on site. Lori for spending so much of her time behind the scenes going over our files from years past and bringing them up to date, with reports and suggestions on how to accomplish this goal. Jim for working with communication efforts with newsletter and website. Pam for spending untold hours on the minutes, getting information together for new Management Company and for welcoming buyers and renters to our community. Charlie, on his ideas, and his wish to improve communication with the "Did You Know" campaign. Each Board Member contributes individually and together as a Board. The Board needs to continue to work together to be successful and not fall back into the problems of the past.

7. MANAGERS REPORT

Gee said he needed to piggyback as to what Jeff said; the Board made his job much easier. Pam, with all the help with forwarding required forms and setting up interviews for sales and rentals; Lori for going through all the files at Ameri-Tech and determining what updates are needed; Bill, dealing with contractors. He spoke on Unit 705 as far as fees to Foreclose, paperwork \$500 to \$600 and Attorney fees \$1500 to \$2000 depending on various circumstances. However, there is a Bank sale [Auction] scheduled for October 5, per the Attorney; meaning we should not do anything at this time. A violation notice was sent May 9th regarding ESA for Unit 1607; again on May 23rd a certified letter from Attorney with the necessary forms on ESA that Pam forwarded. Bill stated that our attorney needs to send letter to her attorney to have information returned within a certain number of days. Charlie stated that for security purposes a background check should be done on the Daughter of 1607; as well as someone else who is living with his Mother. Bob said he would like to bring up that there are two different types of support animals; that Emotional Support and Service Animals are entirely different. Gee brought up the Occupancy

Audit is not required. Jeff said he would like the Board to understand we cannot advertise the fact we are providing security to our Unit Owners, which if an when we do would open us up to significant liability that we do not want to accept. It is not our job to provide Security; it is our job to make sure the rules are followed. Bill made motion to hire our Attorney to get the Documentation completed and send a certified letter to 1607 Attorney's, Jim seconded, all approved. Gee did the update on 55 Plus Community; that is required.


8. COMMENTS FROM OWNERS RELATING TO AGENDA

Jeff said that now is the time that Linda could make any comments she had on the Agenda. She declined. Anthony Marchetti stated that if letters were sent on 1607 that all costs incurred should be the responsibility of 1607. Linda interjected that was already documented in the rules for ESA.

9. COMMITTEE REPORTS

A. SOCIAL COMMITTEE

B. BINGO COMMITTEE

| PINEWOOD VILLAGE SOCIAL COMMITTEE REPORT | |
|---|-----------|
| 6/21/16 – 8/17/16 | |
| Bank Balance 6/21/16 | \$1121.01 |
| BINGO Cash on Hand 6/21/16 \$103.41 | |
| No BINGO or Expenses During This Period | |
| BINGO Cash on Hand 8/17/16 \$103.41 | |
| Pot Luck 6/24 hosted by Bob Surbeck | |
| Attended by 10 residents | |
| 50/50 won by Phil Demartino Proceeds | \$6.00 |
| Coffee Hour 7/9/16 hosted by Jaye Faticone who donated the doughnuts | |
| Attended by 12 Residents and Guests | \$12.00 |
| 50/50 Proceeds I was not given the name of winner | \$9.50 |
| Pot Luck 7/26/16 Hosted by Candy Choppolla | |
| Attended by 18 Residents and Guests | |
| 50/50 won by Jim Knapp who did not take his share | \$46.00 |
| Coffee Hour 8/13/16 Hosted by Linda Woodhouse who donated the doughnuts | |
| Attended by 13 Residents | \$13.00 |
| 50/50 won by Cathie Ormond Proceeds | \$7.00 |
| Expenses for Roll of 2,000 50/50 Tickets | (\$6.90) |
| Bank Balance 8/17/16 | \$1207.61 |
| Next Event is the Pot Luck on 8/26/16 and we need a Host/Hostess | |
| Respectfully submitted | |
| Bob Surbeck, chairperson | |
|  | |

C. SALES AND RENTALS

Pam reported New Owners: Helen Barefield ...Unit 406; Chuck Ball..Unit 403.

Under contract: Richard and Dolly Mall...Unit 205; Jacqueline Roodnat...Unit 1202.

Two Rentals: Robin Tolley..Unit 203 extended her lease for one year; and pending Edie Burk..Unit 405.

As of August 2016 there are: 2 SEASONAL, 12 YEARLY RENTALS.....making a total of 14. 22 Rentals are allowed.

Jim asked about interviews with 401, 606, and 1607. Pam said Lori has gone through files and she will let Lori discuss this issue when she gives her report.

D. OTHER COMMITTEES

No report

10. REVIEW OF VIOLATION REPORTING AND ENFORCEMENT POLICY

Jeff stated that we now have all the documents and amendments from the Attorney, Bill and Jim organized them and put them in a binder. It is important to educate all on these rules and make them as clear and concise as possible. Jeff appointed a committee of three to have a report at next meeting, if possible. Lori, Bill and Charlie are on this Committee.

11. 2016-2017 ELECTION PROCESS UPDATE AND DATES FOR ALL APPROPRIATE MAILINGS

Jeff stated that we do not want the State to be involved in this years' election so Gee will explain the time factor and how it will be addressed. Gee stated there are 3 Board terms that expire in November; Jim Knapp, Charlie Lopipero, and Bill McNeill. The Annual meeting and Election is the third Tuesday of November, the 15th. Intents to run for the Board of Directors will be sent out 60 days prior to the Election, which would be in September. Candidates have 40 days in which to return their intent and Bio, if they so desire, they will be time stamped as to the date they are received.....no intents will be accepted after the 40 day requirement. Notice of Annual meeting and proxies will go out in October. Pam asked Gee to explain staggered terms. It is beneficial to have veteran board members still seated when new people are elected so that the transition for inexperienced members can be effective. As of right now we have 3 members elected in an even year and 4 members in an odd year. Jeff asked Gee to send to Board, for approval, copies of the information to be sent to Owners.

12. CONDOMINIUM OFFICE DOCUMENTATION UPDATE

Jeff stated that in the past certain documentation was not in order in the files on occasion. Lori has spent a lot of time going through the files both at Ameri-Tech and the Clubhouse trying to get this information in place. Jeff asked Lori to explain her findings. Through this procedure 34 letters need to be sent to Owners lacking in this information. Jims' previous questions in regard to 401, 606, and 1607 were addressed with Loris' report. Warranty Deeds are a legal document and have been placed in each file. Jeff asked Lori to work with Ameri-Tech on composing these letters. Questions as to whether Background checks should be made at this point and time on Residents that moved in with relatives. Information will be incorporated to the office computer. Drivers License and Valid ID are necessary in case of hurricane or other catastrophe; otherwise Owners may not be allowed to re-enter the community by local authorities. Report Follows.

Purpose and Procedure taken to retrieve information from owner's files.

On May 22, 2016 I proceeded to verify documents within the individual owner files at Pinewood Village. The purpose of this project is to identify necessary documents that are not available in the files and provide an outlined report of my findings. It is the Board of Directors job to see to it that we follow the guideline of our documents and by knowing, rental details, sales transaction details whether it is activated by a real estate transaction, estate, or foreclosure. The information provided by this report will provide us the opportunity to establish complete files and be able to maintain them, so our Condominium documents are followed by all unit owners. . It is the Board of Directors intention to stay transparent with our community.

To complete the task at hand it was necessary to verify what was received by Resource Management Company our previous manager that had stored 24 boxes at Stevens and Steven's storage facility. An additional 4 boxes were picked up by Ameri-Tech that were files Resource Management had packed up from their Clearwater offices located. I was able to inspect the 4 boxes and extracted the information for 6 building owners. However, an additional 10 buildings would need to be researched, Gee, our manager with Ameri-Tech, would give me a call when the 24 boxes would be delivered to Ameri-Tech's office. Once that was done, I was give 12 boxes to go through and was able to investigate the files from years 2009 through 20014 that had all kinds of information was in several storage boxes with different years intermingled but with some organization, I verified the additional information I needed from the files I was given. I completed organizing of files according to year to help Ameri-Tech, Gee and provide Jim Knapp assistance if he were to return to complete his investigation of the files on another day.

Respectfully, Lorraine Battaglia (Lori)

A. VOTE ON SHOULD WE PAY TO STORE DOCUMENTS OFFSITE OR KEEP IN THEM OFFICE

Discussion was had on the responsibility of allowing viewing of documents in the files. A request in writing is necessary and the files are not left unattended during this inspection. If the Board decides to keep these boxes on premises it is their responsibility; otherwise, Management Company is liable. Jeff asked if there are many requests to view documents. Bob stated he had made a request for the Contract with Resource. Lori expressed her concern storing this information at the Clubhouse; stating the cost is not that much and the security knowing it is offsite. Bill stated that Stevens & Stevens is located at 53rd Street N in St. Pete and that Pinewood Village is located on one of the highest points in Pinellas County. Jeff asked for a motion stating that files are kept in Clubhouse Office and Jim would transfer info on discs and they would be stored offsite; Bill made motion, Bob seconded, motion passed with Lori opposing. Jeff thanked Lori for the reports and the many hours she spent putting them together.

13. LED STREET LIGHTING STATUS REPAIR AT NEAR FRONT ENTRANCE AS WELL AS ENTRANCE LIGHTS

Duke made repairs on lights at the front entrance, it was an underground issue and the cost was absorbed by Duke Energy. Pam asked about front entrance lights being out; Bill explained the electrician changed the timer from 8 until midnight. Bill stated they are just a decoration light and he is trying to save the Association money. Pam felt having them off during the dark hours is a disservice to our Owners who are asked to keep their own lights on. Jeff asked for comments from the Board, no one came forward. Jeff stated he felt the lights showed the ambience of the

Community and the cost was minimal. Jeff asked for motion to keep the front entrance lights on, Pam made the motion, Lori seconded, Jeff was for the lights staying on. Motion did not carry; Bob, Bill, Charlie and Jim against.

14. INTERVIEW COMMITTEE IMPROVEMENTS

Charlie would like to revamp some of the forms given out to new residents. Lori will head the Committee for Welcome Bags and asked Linda Woodhouse to assist with getting materials such as maps, coupons, menus, area events, etc. Charlie would like to create a logo on all forms; Jim offered to work with both Pam and Charlie and put them on the computer. Jim suggested all Board Members be present at interview. Bob stated that according to Florida Statue 718 all meetings of the Board and its Committees must be posted 48 hours in advance. Jeff stated that these interviews should be a welcome to the new owner. Pam stated that many new residents are intimidated by the interview and this should not be the case. She does not approve of the entire Board being present at these interviews. Bill stated it should be called an Orientation. Jeff asked Lori, Pam and Charlie to report at the next meeting how this should be handled.

15. STORAGE DOOR REPLACEMENT UPDATE AND PROCESS GOING FORWARD

Two storage doors were replaced, 24 more are in need of replacement. Bill asked for money to start replacing now and to work the monies in next years' budget. Jeff read a definition of material alteration, which has been brought up in the past. The current doors are interior wood and the new doors are metal. Lori made comment her questioning was in the price that was quoted at the last meeting {\$350.00} that the Community could not afford. Pam asked where the doors were purchased; Bill stated he didn't know if that mattered. Pam stated it makes a difference to know if they would always be available. Bill said Home Depot carries the new door as a standard door and has them on hand. Jeff asked how the determination would be made who gets the new door. Jim did a walk by on all units and charted which ones were needed at this time. Bill made a motion to appropriate \$1500.00 from the line item "operating maintenance" to begin replacing these doors, Bob seconded, all approved.

16. 2017 BUDGET PROCESS, RECOMMENDATIONS ON ADDITIONS, DELETED, INCREASED, DECREASED

Jeff stated the Board needs to have a Budget for 2016-2017 in place by October for the Owners to evaluate before the November Annual Meeting. He invited all Board members and Unit owners to participate with suggestions where the budget could possibly be changed. Jeff, Bill and Pam will be on the Committee to report at next months' meeting.

17. BOARD PARTICIPATION IN ALL IMPROVING EXTERNAL COMMUNICATIONS TO UNIT OWNERS INCLUDING WEBSITE, NEWSLETTER, "DID YOU KNOW" COMMUNICATION. ALSO UPDATES ON ALL LISTED COMMUNICATION VEHICLES.

Jeff stated that all of our communication vehicles need to be approved by the entire Board before it goes out to the Community, as each communication represents the Board. Charlie asked permission from Board on "Renting" and paying "Maintenance Fees" "DID YOU KNOW", the Board gave the go ahead.

18. SWIMMING POOL ELECTRICAL ROOM UPDATED AND VOTE ON IMPROVEMENTS

Jeff addressed the Pool room situation; stating that this was of great importance to be taken care as the possibility for a significant safety hazard. Instead of closing the pool to await Board

approval on the bids, Jeff gave permission to have the work done at \$1585.00 the lowest of the three bids. His decision was based on the wishes of the Owners wanting this work to be done, the safety issue and the low bid. He then asked for a motion to ratify the work that was done. Lori made the motion to accept, Bob seconded, all approved.

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

Bill reported nothing has been done with the sidewalks due to the heat index and amount of rain. Bill said Stan Schmitt and Ron Quevillon would take care of building one when they are here next. Anyone interested in volunteering can request the use of the power washer from Bill and paint in the next couple of days after.

20. ROAD RESURFACING SCOPE OF WORK AND PLAN TO COMPLETE

Bill stated that he and Gee were working together trying to get some bids for resurfacing. Jeff inquired as to which reserve account the funds would be used. It could come from paving, resealing or deferred maintenance; all requiring a proxy vote to relinquish the funds.

21. LANDSCAPE COMMITTEE REPORT

Jim gave his report and it is attached. Pam asked about the trees at either corner of our complex at Hercules and possibly up lifting the branches on the tree at the Northwest corner by building 13. The Southwest corner has already been done due to the Fire Marshall request so the fire hydrant can be seen; the Southwest is nearly touching the ground and is unsightly and can hide transients. We used to have that problem; we do not have it now.

Landscape Committee Report - Wednesday, August 17, 2016

June Removed mold and mildew from all carports

July 100 bags of red mulch has been spread among most all of the buildings.

Oleanders have been planted to replace the oak trees both at the Clubhouse and at 1308

A replacement queen palm tree was planted in front of 1404

The bushes at the entrance to Hercules Avenue were trimmed to improve visibility

Trimming bushes experiment - have gone as long as 4 - 6 weeks with no noticeable growth or looking shabby (even with all of the rain we have gotten)

The Landscape contract has expired - Baycut is working without a contract in place, providing the same services

July 13 - Bill McNeill and Jim Knapp walked the property with Juan (Baycut) during the monthly irrigation inspection

We noted an area on Marilyn Street that had no water coverage at all. Juan mentioned that this situation has been this way since he started doing the irrigation inspection several years ago, and that no one had ever accompanied him during his inspection. We asked Juan during his next visit to install 3 sprinkler heads in this area to support the lawn so that it looks as well as the areas adjacent to it.

August 2 & 3 Palm tree trimming, trees trimmed to 10 & 2

August 4 - Bill McNeill and Jim Knapp met with Dave Henry (Account Manager) and Ron Zak (Owner) of Baycut

We requested a line by line item proposal - so we can determine how we can reduce expenses

To include the cost of trimming bushes, lawn mowing (per occurrence) and palm tree trimming

We will use this document to shop other landscape providers for quotes for the same services

August 5 - Bill McNeill and Jim Knapp were accompanied by Benny Halevy (605 and a landscape and plant

professional) who walked the entire property and identified areas that needed some assistance. Benny pointed out the presence of a rather dangerous plant on the property, and Bill McNeill is addressing this issue.

Grass that was damaged by cinch bugs between building 7 & 8 will be (has been) removed and new sod has been planted.

GRASS REPLACED AT FLAGPOLE

22. ENTRANCE SIGNS DISCUSSION

Jim stated that the signs need to be replaced or fixed in the long term. Jim said Lori maintained the signs. Jeff said when an idea is brought forth he would like some prices and suggestions on the problem.

23. DISCUSSION OF A BOARD WORKSHOP WHERE WE WOULD DISCUSS HOW TO IMPLEMENT CHANGE IN PINWOOD VILLAGE AND THE BALANCE BETWEEN TOO MUCH AND TOO LITTLE CHANGE. WE WOULD ALSO TAKE QUESTIONS FROM UNIT OWNERS.

Jeff stated that because of required stipulations to meet as a Board; he would like to see a workshop with Owners participating in exchanging ideas and that October would probably be a good time frame when more Owners are present.

24. COMMENTS FROM DIRECTORS

Bill made a motion at Jims' suggestion to clean the Clubhouse twice a month, instead of weekly, for a 60 day trial cost savings of \$100.00 a month, Bob seconded, all approved. Pam asked for a show of hands on anyone that is interested in having a State Representative come to the clubhouse to help register new voters for the National Election. All in the audience were registered; she also mentioned the League for Women's Voters will transport to the polls. Jim will hold a class or session for anyone that would like to learn the computer in the office. Jim purchased a program to be able to update the website on a weekly basis, versus Ameri-Tech monthly updates. Bob said he was approached by a resident that was locked out of their unit; he suggested Owners leave a key with trusted neighbors for such times. There was discussion that all Board members should have keys to the files in the office, Lori stated that the Vice President should have all the keys. Bob said he told Pam that two units have "guests" that he felt did not belong; and he felt Pam should investigate. Pam said that complaint should go to Ameri-Tech to follow up; Bob felt that it should be the Chair of the Orientation Committee. Bob also stated that all emails between Board members should be a matter of record. Pam stated that all emails have been attached to the minutes in the office.

25. UNFINISHED BUSINESS

None

26. NEW BUSINESS

None

27. SETTING DATE FOR NEXT REGULAR BOARD MEETING 9/20/2016; 7 PM

28. ADJOURNMENT

Bill made motion to adjourn, Bob seconded, all approved at 9:46 PM.

Respectfully submitted,
Pamela Sherock
Secretary, Pinewood Village Condominium