

Pinewood Village Condominium Association, Inc.

601 North Hercules Avenue

Clearwater, Florida 33765

APPROVED 7/17/2016

Regular Meeting of the Board of Directors

June 21, 2016 ----7 PM at Clubhouse

Jeff Chase asked all to rise for a moment of silence in regard to the passing of our Friend and Neighbor, Rudy Faber.

**1. Call to Order**

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

**2. Roll Call**

Jim Knapp, Director at Large; Bob Surbeck, Vice President; Lori Battaglia, Director at Large; Jeff Chase, President; Pam Sherock, Secretary; Charlie Lopipero, Director at Large; Bill McNeil, Treasurer; and Giancarlo Gonzalez, Property Manager from Ameri-Tech Management Company. Attending were 15 Owners.

**3. Reading of the minutes of the previous meeting May 17, 2016**

Pam read the minutes and Jeff asked the board if there are any changes? Bob Surbeck stated he would like to see under the Presidents Report; Grievance and Fining that it should not include the sentence; Kathy Sheridan and Anthony Marchetti after some private discussion chose to serve on the committee. In regards to that; Pam explained the meeting came to a halt during this time and she felt it was Human Interest to reflect that in the minutes. Bob and Bill said the statement as to who had the shop keys should read "Jeff and Bill" have the keys. Bill wanted the wording to be changed on item 14; "Our Documents take precedence, unless otherwise indicated" in regards to Florida 718. Lori made a motion to accept the minutes, Jeff seconded. Motion passed with Jim, opposing; and Bob, abstaining.

**4. Treasurers Report**

Bill reported total assets as \$431, 015.17; Year to Date Operating Expense as of May 31, 2016 Variance as \$29,019.94 and Petty Cash \$207.35.

Jim asked about prior foreclosures on the balance sheet to see if these amounts can be eliminated.

Jeff asked Bill to give a review on the pros and cons at the next meeting after getting advice from accounting at Ameri-Tech.

Pam asked questions on the money market accounts; that should be clarified at the next meeting.

**5. Correspondence**

Jeff received letter from 906 to park in 905 because of size constraints with her vehicle; parking change was granted with permission from owner of 905.

A letter was received from 106 in regard to having a "sitter" come in to the Unit for six weeks; a letter will be sent from the Board by Management Company with Documentation as to our procedures concerning a tenant/guest.

Bill interjected stating that a two month rental lease had been approved for 906; Pam said that was not the case; Charlie who is on the Committee for Interviews said he never saw the three month agreement. Pam explained to Charlie that was the purpose for the Realtor to be present at the interview so that a three month lease would be signed, copied and sent to Management Company

as well as placed in our files. Pam inquired to Gee if he had received that lease, he acknowledged he did. Bill said he just wanted to make sure the Rules were being followed.

Another complaint regarding barking dog was read. Complaint was tacked to the bulletin board; and unsigned; Bob made a motion to disregard complaints that are not signed, Bill made the second; all approved. Jeff asked Gee to follow up with Attorney on 1607 in regards to dog issue.

Gee received a letter in regards to 201 and dog not being leashed on way to vehicle, letter will be sent by Management Company to follow guidelines with ESA Animals.

#### **6. Presidents Report**

Jeff stated that Lori is in the process of going through all the files, both at Ameri-Tech Management Company and our Clubhouse files to make sure all documentation is intact. Each Unit File is being looked at as far as approvals and denials, lease contracts, proof of insurance and proper identification. This Board is trying to begin a process of educating Owners, Board Members and Grievance Committee Members on enforcing rules as to our Documents. This process will take some time and cannot be “grandfathered in”; it is an all or nothing procedure to be agreed upon by the Community. Jeff wants everyone to understand some of the discussions will be in reference to this plan.

#### **7. Managers Report**

Unit 708 had contacted Pam for a dollar amount in dispute, \$377.95. It was turned over to Ameri-Tech and Lori went through the files finding the first payment should not have been charged to current Owner; to file a suit would be costly. Pam made a motion to waive \$377.95, Bill made the second, all approved.

Discussion on Foreclosure for 705 ensued because of it entailing a Reverse Mortgage. Jeff asked Gee to provide the Board with pros and cons on moving forward at next meeting so that Board can make a decision.

#### **8. Comments from Owners on Agenda Items**

Bruce inquired as to procedure for Grievance/Fining Committee. This will be spelled out during this process; it will take some time to put everything together.

#### **9. Committee Reports**

##### **A. Social Committee**

Bob reported Bank Balance 5/17/16 as \$1105.93; Pot Luck Supper; Hosted by Charmaine and Bill.....Attended by 16 Residents and Friends.... 50/50 proceeds were \$10.00; Bingo cash on hand \$103.41 between 5/17/16 and 6/21/16; Coffee Hour was Hosted by Cathie Ormond with 9 residents attending..... \$9.00, 50/50 proceeds \$4.50; Expenses \$8.42; Bank Balance as of 6/16/16 being \$1121.01. Report attached.

##### **B. Sales and Rentals**

Pam reported an interview was scheduled for a prospective owner, however, it was cancelled. Jim asked for status on 404 in regards to lease; Pam explained that all files have not been checked at this time by Lori and when they are; that should be addressed by the Management Company. Jim also asked about an interview for 606; evidently this was not done by the previous Board. Again, Pam stated that we need to check all the files that are in transition. Gee asked if the Board was in agreement to have the storage boxes shipped and Jeff said yes. Gee will get with Lori as soon as the boxes have arrived.

**10. Outside Storage Door Update**

Jim implemented a chart that can be of use in determining the need for outside storage doors. Jim also suggested a spreadsheet from Gee on materials, installation etc. along with the dollar amount of the bid. Jeff asked Gee to provide additional quotes for the next Board meeting.

**11. Pool Room Electrical Work Update**

Bill reported he will have a scope of the work needed and provide that to Gee for quotes at the next meeting.

**12. Walkway Painting Update**

Bill reported he plans to start sidewalk painting at a building over July 4<sup>th</sup> week. Pam asked about the overhang work to be finished, quotes came in under the approved amount of \$600.00 and Jeff asked Gee to proceed with the overhang work.

**13. Roadway Sealing Update**

Jeff asked Gee to develop a scope for the work to be done.

**14. Condominium Rule Enforcement Discussion**

Jeff began by stating this discussion is something that has to be done. Committees should be chosen to go over rules and clarify them; therefore, when we start talking about enforcement we are all speaking of the same thing. If documentation has to be changed, this will be addressed. Lori provided to the Board, the original recorded, complete, condo documents with all amendments she had found through the Courthouse website public records; however, Bill suggested having Attorney send the Board the "Recorded" Documents so that the Board agrees they all have the same Documents. Jeff asked Gee to have the Attorney to move forward with this.

**15. Main Entrance Mirror Replacement Update**

Bill reported the cost to replace the entrance mirror is \$180.00. There was discussion as to whether this replacement was needed. A motion was made by Lori to proceed with the replacement, seconded by Pam. The motion did not carry. Bob asked for the Secretary to repeat the vote: Lori, Pam in favor; Bill, Charlie, Jeff, Jim and Bob opposed.

**16. Unit File Update including cost to retrieve files**

This issue was addressed earlier.

**17. Outdoor Ceiling Repair**

This issue was addressed earlier.

**18. Pinewood Village Website**

Jim stated the website is up and running, and hopes are that it will be kept current every week or so. Jim said Philip Porter from Ameri-Tech was instrumental with this project.

**19. Pool Sign Replacement**

Bill quoted \$19.95 for sign by the shower at the pool; monies will come from Petty Cash.

**20. Landscape Committee Update and Report**

Jim and Bill are raking leaves from under the shrubs and putting down mulch at no cost to the Association. Tree branch from 101 was removed. 1308 vines behind storage shed cut by Baycut. Jim asked for two trees that were downed to be replaced with Oleander at 1308 and Clubhouse, Jeff consented. Jim requested to replace Queen Palm at 1404 that was diseased for the cost of \$300.00, Jeff agreed. Jim is removing mold from sheds, etc. with a spray bottle of bleach. Landscape contract

has expired and a scope will be put together for new bids by Jim, bid from BayCut our current vendor is expected, as well.

**21. Pool Deck Resurfacing**

Bill is caulking the cracks on the pool deck. Jeff suggested volunteers be requested on the website and Community Channel for some of these projects. Bill stated that he didn't want just anyone to volunteer, if they are not a painter, he does not want that help. He stated that if they volunteer and they cannot do the job, he has to turn around and straighten up the mess.

**22. Violation Update Unapproved Electrical Service Unit 1206**

A letter will be sent to the Owner from Management Company.

**23. Comments From Directors**

Bill and Charlie both commented on the LED lighting and the improvement to our Community. Pam asked about a new Reserve Account, Bill said he would send that information to her. Bob said there are too many emails between Board members and each Member does not need to respond; Jeff said from the beginning he felt transparency is necessary. Bob wanted to make a motion that Draft Minutes NOT be posted under the glass. Jeff stated that Draft Minutes should be circulated to Board Members only and the Approved Minutes will then be posted via Website or under glass at the Clubhouse. Bob made the comment that we are a Corporation and he noticed the various looks from Unit Owners regarding items on the Minutes. Bob wants to make it known that items are to be correct and in order regarding the Minutes. Pam mentioned that in a previous meeting she was advised to add Human Interest in the Minutes; she had stated that Minutes should provide Points of Action, etc. She said you cannot have it both ways; either you have the Human Interest or you don't; she was approached by some stating they thought the Minutes were more interesting, just like being in the room during a Board Meeting with the Human Interest. Jeff said he liked the Human Element. Jim would like to consider removing the Dumpster at Building 6. Charlie stated that both receptacles are over full at this time. Discussion continued, Charlie will monitor the situation.

**24. Unfinished Business**

**Did you know? Announcements**

Charlie would like to incorporate "Did you Know?" announcements on website and board posting areas. Charlie will receive Board approval before posting. Jeff asked for motion to approve "ESA Animal Rules" and "Building Permits", Bob made the motion, Bill seconded, all approved. Reports are attached.

**25. New Business and Comments from Owners**

Linda Woodhouse disagrees with the taking away of the Entrance mirrors.

Jaye Faticone stated that we are lucky to have talented Men on the Board; Linda Woodhouse said we were equally lucky to have the Women.

**26. Establish mailing dates for 2016-2017 Election Nominations and 2017 Budget**

Discussion was had to have required information in place 60 days prior to the Annual November Meeting.

**27. Setting Date for Next Regular Board Meeting**

Motion was made by Lori, seconded by Pam to have July 19, 2016 Board Meeting. Bob made amendment to add "only if information we spoke of at tonight's meeting" is available, all approved.

**28. Adjournment**

Jeff made motion to adjourn, Lori seconded; all approved at 9:13.

Respectfully submitted,

Pam Sherock

Secretary

Pinewood Village Board of Directors