

PINWOOD VILLAGE CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING APPROVED MINUTES
MAY 17, 2016 @ 7 PM CLUBHOUSE

1. CALL TO ORDER

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

2. ROLL CALL

Pam Sherock called roll call beginning with Bill McNeill, Treasurer; Giancarlo Gonzalez, Property Manager from Ameri-Tech Management Company; Charlie Lopipero, Director at Large; Pam Sherock, Secretary; Jeff Chase, President; Lori Battaglia, Director at Large; Jim Knapp, Director at Large; and Bob Surbeck, Vice President. Attending were 17 Owners, as well.

3. READING OF MARCH AND APRIL MINUTES/APPROVAL

Jeff called for a motion to approve minutes with appropriate changes for March and April. Lori made the motion to accept the amended minutes from March as well as the minutes from April, Jim seconded and all approved.

4. TREASURERS REPORT

Jeff called on Bill to make report. Ameri-Tech has not received all of our information from Resource as of yet, therefore we do not have a Financial Report. Giancarlo has been in contact with Resource, Jeff asked if he could be of help with expediting; Giancarlo stated he was assured the boxes are on their way to Ameri-Tech. Bill reported \$463,052.76 in Total Assets; \$10,466.05 over budget in Maintenance and Repairs. Petty Cash \$48.64 on hand, with report given to Giancarlo.

5. CORRESPONDENCE

Jeff relayed information on Unit 1308, she is asking for late fee to be waived for March. Payment was lost, she cancelled check and re-issued; Resource advised her not to worry about it. Motion was made by Bob to waive the March late fee, seconded by Bill, and approved by all.

6. PRESIDENTS REPORT

A. GRIEVANCE AND FINING COMMITTEE

Jeff explained how important it is to have persons in place for this Committee; it cannot be comprised of Board Members and/or Spouses of Board Members. This Committee should be open to hear complaints on violations and decide whether it is justified and a possible fine put in place. The grievance will still come before the Board with recommendations from the Committee. Jeff asked for volunteers; Jaye Faticone had previously offered to sit on this Committee. Bruce Siltan inquired as to the time limits required for this position and total commitment. Kathie Sheridan and Anthony Marchetti after some private discussion offered to sit on this Committee. Jeff again requested others to think about this position and to contact him either by mail, phone or in passing by on Property. Thank you to all and the Board will have more information forthcoming from Ameri-Tech on procedures, etc.

Jeff asked Giancarlo to introduce himself. Gee, as he likes to be called; has been a Property Manager for 5 years, has a Masters in Business Management, he is a Realtor, Notary and was in the Military. He likes to visit Properties and will be visible at least twice a week at Pinewood Village even though our Contract does not require frequent visits.

7. MANAGERS REPORT

A. TRANSITION UPDATE

Everything is going well on the transition, just waiting for shipment of boxes in storage from Resource.

8. COMMENTS FROM OWNERS ON AGENDA ITEMS

There were no comments from Owners.

9. COMMITTEE REPORTS

A. SOCIAL COMMITTEE

Bob, as Chairperson presented a report for 4/18/16-5/17/16

Bank Balance 4/19/16.....\$988.93

Pot Luck hosted by Phil and Anthony, attended by 24 Residents & Friends....50/50 proceeds \$20.00

Bingo Cash on hand 4/19/16....\$158.41, Transfer from Bingo cash on hand \$55.00.....Bingo Cash on Hand

5/17/16 \$103.41

Coffee Hour hosted by Jim Knapp 5/14/16 attended by 14 residents

\$14.00.....50/50 proceeds \$8.00

Purchase of 2 Old Lounge Chairs @ \$10.00 each.... \$20.00

Bank Balance 5/17/16\$1105.93

B. SALES AND RENTALS

Pam stated that Pinewood Village has a New Resident/Owner, Kathleen Accetta at Unit 906.

Pam also reported on Rental Leases being in our files as requested at the last meeting. Her finding was #102, #404 and #1307 do not have documentation. Bill suggested knocking on doors to get these leases; Jeff stated it was our Managers' responsibility to get this information. Since we are in transition with Management Company we will ask Giancarlo to check these files, if they are not present we will have Property Manager send letters requesting this information. Also there are 13 Residents that have pets, not all the documentation is available in the files; this will be addressed as well. Pinewood Village has 23 Owners that are Seasonal. Pam complimented Lori for spending many hours going through the files in the Office that have been there for 38 years. The updating and organization is definitely needed; thank you Lori.

C. OTHER COMMITTEES

Jim Knapp addressed issues regarding Landscaping. He has two volunteers and they will survey all plants on property for maintenance plan on fertilizing and watering, look at areas to be replaced so as to bring the property up to standard. There are 19 zones for our irrigation and the plan is to have a map in place so that we can be sure we are getting the best results for watering. David Henry is the new Account Manager for Baycut, Joe Thomas retired just recently. Jim is in contact with David, as well.

10. UPDATE ON STREET LIGHT REPLACEMENT

Bill reported he has sent Mark Sheraton an email regarding the replacement of sodium vapor lights to LED and to date has not received a response. When he hears from representative he will also forward information to Property Manager, Giancarlo.

11. OUTSIDE STORAGE DOOR ISSUE

Jeff began by stating we have an ongoing problem with the doors at the storage sheds. They are actually interior doors and cannot stand up to the elements. Over the past we have re-skinned and tried to attach metal base kickers as they have deteriorated. Jeff asked Gee [Property Manager] to get some pricing information so that we may start replacing as necessary. Gee stated that pre-hung or slab would cost between \$57-\$80 per door, placing an order for more at one time would lower the cost. Discussion was had on metal or wood doors, whether to paint the doors ourselves or have it done at company; no decision was made at this point. Gee will get pricing for 15 doors to start the process; information will be available to the Board at our next meeting. We cannot afford to replace all the doors at this time. We will need to update our Budget for 2016-2017 to accommodate new storage doors.

12. POOL ROOM ELECTRICAL WORK UPDATE

Bill reported one of his buddies is visiting and he is a Journeyman Electrician and will look at the Pool Room to advise on the scope of work that is needed.

Bill also reported the light bulb in the pool that we thought needed to be replaced actually needs an \$850.00 replacement for the whole unit. This is on hold for now.

13. WALKWAY PAINTING UPDATE

Bill does not have volunteers at this point to paint walkways. Dom Pele stated that the overhangs should be repaired first before painting the walks. Building 10 and 2 are in need of such repairs. A motion was made by Lori, seconded by Bill to spend up to the amount of \$600.00 to repair the overhang ceilings at building 2 and 10 by the next meeting; all approved. Jeff asked Bill to order paint and put up signs at the mailbox boards asking for help with the painting. Jeff also directed Gee to obtain bids for painting the Walkways.

14. REPORT FROM PARKING RULES COMMITTEE

Bob Surbeck, reported Bill McNeil, Lori Battaglia and himself met last week to review several proposals regarding to parking regulations for the committee to review and provide the results of their findings to the board for recommendation.

See attached Parking Committee Report.

Lori Battaglia questioned procedure and provided copies of documents Article XVI Common Element and Limited Element and Article XXX General both located in our Declaration and how changes should take place in the implementing of the above amendments to our documents in parking within our complex.

See attached Report Declaration / Parking Issues Clarifications in Declaration.

Bob and Bill questioned the validity of this recommendation and Jeff requested Gee to please advise. Gee, after reading the Information provided by Lori, stated that according to the Declaration it is requiring a 75% vote from the owners and this is a lot of amendments to be added and he does not recommend this since this will need to go to the attorney for a draft and then have the owners vote and get a 75 % vote to implement the requested rules. Jeff stated he is very opposed to the approval of this due to cost and he feels that the owners are 99.9 % considerate, courteous and this is reacting to possible future situations.

Questions as to Pool and Club House rules are not approved by our owners and/or are not in the Documents. Pam stated that the Pool Rules are governed by the State/County Health Department. The Article XXX General basically provides the answer to this question; if something is specified in Our Documents we have to follow those guidelines. Our Documents take precedence unless otherwise indicated, Florida 718 follows; we go by 718 only if our Documents do not state what action is needed. Jeff made a motion to accept the parking report from the Committee and present it to the Owners as an addendum, needing a 75% vote to incorporate into our Condo Documents, Lori made the second. The vote did not carry; Jeff, Jim, Charlie, Bob, Bill and Pam opposed.

15. DISCUSSION ON EMOTIONAL SUPPORT ANIMAL RULES

Jeff stated that the rules and forms that are in place for Pinewood Village with the help of our Attorney from the very beginning are current. Gee was asked to give his input and agreed that the bases are covered. There was much discussion on asking for certain criteria from the Physicians, it was decided they know their patient needs better than we, as a Board. Gee will send our Rules and Forms for approval of ESA to Units lacking this information.

16. SECURITY DISCUSSION REGARDING KEYS TO OFFICE, TOOL STORAGE, POOL ELECTRICAL ROOM AND FRONT DOOR OF CLUBHOUSE

Jeff asked that all persons having Security Keys [Office, Tool Storage, Pool Electrical Room and Front door of Clubhouse] please turn them in to an appropriate Board Member. It was stated that the President and Vice President should have all keys. Bill said he would make sure keys were given to each Officer. Jeff and Bill have shop keys; and Anthony, Bill and Matt have Pool Room keys at this time. After determining that locks regarding the office, tool storage, and pool electrical room have been changed since February, Jeff stated a motion to be made that the Board has the responsibility to determine who should have various security keys; Bob made an amendment to the motion to have an active list on who has Security Keys; Pam agreed and so moved, Charlie seconded; motion carried with Jim opposing.

**17. VIOLATION UPDATE
UNREGISTERED VEHICLES**

There are two vehicles on property that are not registered properly. Gee will address this with correspondence to the Owners.

UNAPPROVED DOG IN 1607

Jeff asked Gee to send the Rules and Forms for ESA for proper documentation to Attorney who is representing #1607.

18. COMMENTS FROM DIRECTORS

Charlie made comment on ESA asking for a diagnosis; discussion followed by several Board members and Gee. It was determined our current forms address the issues. No changes will be made at this time.

Pam made a motion to lower the "fee" for leasing the Clubhouse to \$25/\$25; meaning if the Clubhouse does not need cleaning, etc. the fee would be \$25.00. The motion was seconded by Lori; motion carried with Bob and Bill opposing.

Pam stated those dollar amounts do not go to the Social Committee, they are forwarded to the Association to cover utility and other expenses.

Jim stated that he opposed the vote on key security as he felt it subjective and a spreadsheet to sign for keys might be appropriate.

Bill stated that Unit 1206 asked to have a special dumpster with sliding doors, which would make it more accessible for him to use be installed at building 5 and 7. After some discussion, Bill said he would gladly help him dispose of his trash.

19. UNFINISHED BUSINESS

Jeff brought up the paving/sealing of the roads. He asked Gee to gather costs for Sealing/Striping to possibly do this during the summer months when parking will not be an issue because Seasonal Owners are not here.

20. NEW BUSINESS AND COMMENTS FROM OWNERS

Anthony Marchetti as a FYI disagrees with sealcoat.

Jaye asked about size limits for ESA. Jeff commented that the issue is ESA is required to follow our guidelines as far as keeping the animal under control and where to walk the animal, and, of course, clean up.

Anthony stated that ESA animals should be identified.

Linda Woodhouse stated that she helped to write the rules for ESA to present to our Attorney, and in her research has found that we are current. She also stated traffic needs to slow down.

Anthony again stated that 1602 should have a letter sent to her in regards to speeding.

Angie asked that the overgrowth of weed on the storage sheds at 1308 be addressed; Bill said he would take care of that.

21. SETTING DATE FOR NEXT REGULAR BOARD MEETING 6/21/2016 AT 7 PM

22. ADJOURNMENT

Lori made motion to adjourn, Bill seconded; all approved at 8:24 PM.

Respectfully submitted,

Pam Sherock

Secretary, Pinewood Village Condominium