

**Board Meeting Minutes  
Stillwater Unit 3 Homeowners Association, Inc.  
Wednesday, December 4, 2014**

**Homeowner's Forum:** Chairman Jerry Sorgenfrei opened with remarks. A timer has been installed in the clubhouse ladies room in response to the lights being accidentally left on. Mulch installation will begin 12/10 at 9:30 AM.

Owners questions: 1) What was wrong with the pool? The chlorinator failed & was replaced under warranty. The pool is checked x 2 a week so there was no danger to pool users. 2) Grass replacement responsibility? Because of the unique weather conditions this summer, there are many patches of dead grass. Plugs are being put in to repair the damage. Winter is not growing season for grass so this process make take until next spring. 3) Homeowner asked that dog owners be respectful & aware of waste on the grassy areas around the sidewalks.

**Call Meeting to Order:** Meeting called to order at 2:07 by Chairman Jerry Sorgenfrei .

**Determination of Quorum:** A quorum was established. Present: Jerry Sorgenfrei, Larry Kolb, Anne Walker and Paul Brown via telephone. Property Manager James Ro also in attendance.

**Confirmation of Proper Meeting Notice:** The meeting notice was posted in accordance with the Florida Statutes and the Bylaws of our Association.

**Reading and Approval of Previous Meeting Minutes:** November 5, 2014 Meeting Minutes were approved unanimously (Larry Kolb/Anne Walker.)

**Treasurer's Report:** Currently we are ahead by approximately \$ 21,000. We will have a \$ 10,000 bill for mulch to pay before the end of the year. We do not have anyone behind more than 30 days at this time.

**Management Report:** James Ro reported that he has been working on securing bids for the clubhouse painting. Coupon books for 2015 payments have been sent out. He reminded owners that the coupon books will be sent to the address on record with him. Any address changes or forwarding could cause a delay in owners receiving the books. Owners are encouraged to consider automatic withdrawals for the monthly fees.

**Committee Reports:**

**Architectural:** There is a separate form to be used for oak tree removal requests. Copies are available in the Forms Book located in the clubhouse & on the website. This committee is in need of volunteers. Anyone requesting an architectural change requiring irrigation to be moved will need to contact our landscape contractor (Valley Crest) for removal/relocation/reinstallation at owner's expense.

**Facilities:** There is a sign-up sheet in the clubhouse for volunteers to clean the clubhouse. It only takes about 30 minutes.

**Old Business:**

**Clubhouse Security Cameras:** Larry Kolb met with Kevin Capron of NorPac Network & Security regarding the feasibility of installing security cameras at the clubhouse/pool area. The proposal submitted includes an 8 channel DVR with 500 GB of storage, 5 cameras & 15" monitor. We would have multiple options as to how to configure the system & placement of equipment. Equipment is warranted for one year. Signs/placards would be installed. Total cost would be \$ 900. Larry Kolb moved (Anne Walker seconded) that we proceed with this project.

**Landscape Mulch:** 2,300 bags of mulch are scheduled for installation Dec. 10 starting at 9:30 AM. . The narrow area between the front door along the walkway to the front landscape bed is the only area where mulch will Not be placed.

**Alligator Signs:** Larry Kolb is installing the Beware of Alligator signs around the perimeter of our lake.

### **New Business:**

**Clubhouse Painting Contract:** We have obtained proposals from 2 painting contractors that come with good references. Both quoted based on our specs for using Scott Paint. Scott Paint is a Florida based company known for paint that is extremely durable for the Florida environment. It has a 7 year warranty. Larry Kolb made a motion to accept the lowest bid from Munyon Painting for the price of \$ 4,300. Anne Walker seconded. Motion carried.

**Determination of Scope of Duties for HOA Committees:** Board members along with any community volunteers will outline in writing the duties of each of our committees. It is proposed that a new committee be considered to address the needs of the community grounds both inside & outside the gates.

**Annual Meeting Date:** Annual meeting date will be January 28, 2015, 2:30 PM at the Suncoast Community Center. Two new Board members will be elected.

**Work Order Requests:** When contractors are in the community, they should not be approached by individual homeowners with complaints & requests. This behavior impedes the contractor from performing the job at hand. All requests for services should be sent to James Ro using the Work Order Request Form. These forms can be obtained at the clubhouse or from the website.

**Adjournment:** Seeing no further business, the meeting adjourned at 2:45 PM.