

Stillwater 3 Homeowner's Association, Inc.

Board Meeting Minutes

February 9, 2017

**Call Meeting to Order:** The meeting was brought to order at 9:00 AM by President, Steve Patty..

**Determination of Quorum:** A quorum was established. Present: John Miranda, Jan Russell, Beth Hanson, Charlie Pickering and Steve Patty. 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.

**Approval of minutes:** A motion was made by Beth and seconded by Charlie to accept the January 12, 2017 minutes. Passed unanimously.

**Treasurer Report:** The January 2017 financial report is not available at this time. Defer to next meeting.

**Manager's Report:** The pool filter was replaced with an approximate cost of \$500. This is required every two years.

The work order form with be available online beginning next week.

**Unfinished Business:**

**Status of Comcast Contract Renewal:** Currently waiting for the completed Comcast agreement to be returned to us. James is now working with a new associate. Upon receipt, the information needed by residents will be distributed.

**Rental Policy/Enforcement:** James distributed some sample rental policy documents from other communities. In addition to the rental rules, an enforcement policy and eviction process need to be established. Steve and the rental committee will continue to work on these documents and present at the next meeting.

**Spa/pool Repair Contract:** The color selection for the pool tiles was not approved by the county, therefore AQUA COOL will be substituted for the same price. The coping is not included in the contract-this would be done by the deck painters. James will request a copy of the pressure report that was done by POOL 911 for the spa leak. The dates for spa and pool repair should be May 1-15 and a 3 year warranty for workmanship should be added to the contract. Final price for all of the work= \$12,026. A copy of the corrected contract will be sent to James for final review prior to signing and sending in the deposit.

**Standing Committee Reports:**

**Architectural Committee:** Will defer to the requests for garage ventilation and hurricane shutters.

**Landscape Committee:** Landscape committee members will be working on the corner of Medical and Pine, clearing out debris and dead plants and putting down black mulch. Also looking at cleaning out thick brush in the preserve area. Brightview rep will come to the next landscape committee meeting to discuss sod replacement. The watering schedule has changed again and will most likely change again in the future due to water restrictions. Beth will post the schedule at the clubhouse.

**Facilities Committee:** Community Christmas decorations are now stored in the new cabinet in the clubhouse. Wayne Burke also reported that the street signs need cleaning and well as the top fascia of the clubhouse and the fencing. There is no water available for power washing to those areas so a spray on cleaning solution will be used.

## **New Business:**

**Garage Ventilation:** Larry Kolb submitted a request to the Architectural Committee for installation of ventilation panels for garage doors. Potential benefits include dissipation of heat in the garage and increase air flow in the villa. Dimensions of each of two (2) panels: 16" wide by 8" high. Panels must be aluminum, must be painted white or the color of the garage door and would have to include an insect screen. Panels to be installed in the lower right and left corners of the garage door. Panels would be optional for homeowners and would have to comply with the standardization set forth and requests must be submitted to and approved by the Architectural Committee prior to installation.. Steve made a motion to allow the ventilation panels, second by Jan. Passed unanimously. Information will be posted at the web site.

**Painting of Villas:** Thirty four villas have been designated for painting, beginning in February 2017. James will send letters to the affected homeowners with specific dates and information.

**Hurricane Shutters:** Larry Kolb submitted a request to the Architectural Committee for installation of hurricane shutters on the lanai when the villa is vacant. Potential benefits include: Additional protection from potential intruders and having the shutters in place ahead of time in case of a hurricane.

Larry will put up some shutters for members to view. This request will then be reviewed and voted on next month.

**Curbing Standardization:** A new section will be added to the website (under the Documents tab) that contains the curbing standardization rules: 1. An Architectural Request Form must be completed, submitted and approved before installing the curbing. These forms are available at our web site ([www.stillwater3.com](http://www.stillwater3.com)) and the clubhouse. 2. The HOA and the Landscape General Maintenance Company are not liable for any damage to the curbing. It is the homeowner's responsibility to make any repairs needed in timely manner. 3. The following requirements must be followed: Company: CURB EFFECTS ([www.curb-effects.com](http://www.curb-effects.com) or 941.485.4646) Color: AUTUMN BROWN Pattern: DOUBLE SPANISH

**Website:** Contains public information only. Information is updated as necessary, approx twice per week by the secretary. Information is submitted to the webmaster and is generally posted within 48 hours of request, for a \$40 per month fee. Jan recently requested that a counter be placed at the website so that we may determine how many residents are checking the website on a regular basis.

**Review of Sunvast Management:** Charlie, Beth and James will meet in the next couple of weeks to review SunVast Management.

**General Violation Process:** James will provide some sample violation process/compliance guidelines from other organizations for the board to review and discuss at the next meeting.

**Open Community Forum:** No questions or comments from the community.

Meeting was adjourned at 11:05 AM. The next meeting is scheduled for Thursday, March 9, 2017 at 9:00 am at the Clubhouse.

Respectfully submitted.

Jan M Russell, Secretary