

Stillwater 3 Homeowner's Association, Inc.

Board Meeting Minutes

November 28, 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.

At this time, the regular board meeting agenda was temporarily suspended as we had two representatives from Brightview Landscaping present to summarize recent activity and to field questions from the board and community members. Ernie Campbell and Matt Braun reviewed summer and fall weather conditions and their adverse effects on the community. Discussed recent applications of fungicide and herbicide. Reviewed the irrigation systems and watering schedule. Following the Brightview presentation, the meeting was resumed at 9:22 am.

APPROVAL OF MINUTES: Jan read the minutes from the April, 2017 meeting. Motion to approve made by Charlie, second by John. Passed unanimously.

TREASURER REPORT: Charlie reported that checking acct. balance as of 10/31/17 was \$88, 653.85 and \$7807.84 was transferred to the reserves.

Expenses recap:

Admin: \$1858.87.

Utilities: \$7567.96.

Common grounds maintenance: \$12,958.88

Other expense: \$10, 602.09.

Total expenses: \$ 32, 987.80.

Total income: \$29,400.

Net loss: \$3587.80 (d/t hurricane/pump repairs).

Accts receivable= \$2,655.

2018 BUDGET: James distributed a proposed 2018 budget. Each line item was discussed and several changes were requested. These are listed below, otherwise remain as stated on proposal.

Maintenance: Landscape-common areas and landscape were combined to become one line item. Mulch was increased to \$14,000. Landscape improvement was increased to \$15,000. This increase is primarily for sod, an estimate needs to be obtained for a more accurate estimate. Lake maintenance service and wetland/preserve management were combined. Backflow inspection is now done every other year, rather than annually.

Administrative: Increase CPA service fees to \$2100 (financial review report).

Total Expenses for 2018 increases to >\$217/month.

James will make the changes and present new proposal at next meeting. An annual financial report for 2017 will be done by a CPA from an outside firm, as soon as possible after the new year.

MANAGER REPORT: James reviewed the hurricane damage, including lake panel repair, fountain damage, fence repair and lost trees. According to HOA policy, hurricane damage sustained to an individual's property is the homeowner's responsibility.

The clubhouse does not currently have hurricane shutters. James will obtain some estimates for shutters for the lower part of the building only.

UNFINISHED BUSINESS:

Status of Comcast Contract Renewal: Due to multiple issues on the Comcast side, there is still no current contract with Comcast. James and Steve have made many attempts to contact Comcast, with no results. Beth filed a complaint with the FCC, on behalf of the HOA. A draft of the Amendment to Installation and Services Agreement was distributed for review. This is essentially the same contract that was proposed previously (in October 2016), therefore we will approve this draft and are willing to sign ASAP. The contract would be in effect for five years, beginning October 1, 2016.

Rental Policy/Enforcement: James received the document from the attorney. This document will need to be reviewed by the board and discussed at the next meeting. Discussion regarding the rental policy and the renewal of tenants. James suggested that the attorney meet with the board to discuss further.

General Violation Process: The document was approved at the April meeting. A group of homeowners is needed to serve as the Fine Committee. The following members volunteered to serve: Jay Gould, Russ Phelps, Wayne Burke and Pat Stolleis, along with James Ro.

STANDING COMMITTEE REPORTS:

Architectural Committee: John reported that one homeowner that had installed garage vents was rejected for flood insurance by his insurance company. Currently posted at our website: Installation of Ventilation Panels in Garage Door Approved Feb 2, 2017 Standards: • Before you install this, you need to check with your flood insurance company.

The majority of requests that John has received involve pavers, oak tree removal and curbing requests.

Landscape Committee: Beth reported that the Bismarck palm tree at the corner of Pine and Medical Blvd. is diseased and will need to be removed.

The oleanders lining Medical Blvd are overgrown. Options include a hard cut to 4-5 ft at a cost of \$4-5,000 (to be done in March/April) or remove them completely and install short hedges as was done for SW1-2. The cost for this would be \$20,000-25,000 and would have to be budgeted for in the future. Irrigation is questionable in this area and will need to be considered if planning for new plantings. Beth will discuss this with Brightview and report back.

Facilities Committee: No report.

NEW BUSINESS: Fountain maintenance-no real cost-effective benefit for monthly routine maintenance.

OPEN COMMUNITY FORUM:

Mark Culotta- Hurricane Shutters-propose hurricane shutters be allowed to remain up on all windows and doors year round. Add to next agenda. Landscaping (already discussed). Pond- can the area that's closing in be dredged? Per Beth, the lake dimension has not changed and the healthy weeds should stay.

Russ Phelps-Vehicle parking-there is a vehicle on Niagara that is blocking the sidewalk every night-is this acceptable? General Policies states: no overnight parking in the street. Oak tree removal-per the Oak Tree Removal Form-TREE REMOVAL, STOMPING & SODING HAS BE DONE BY PROFESSIONAL SERVICE COMPANY (LICENSED AND INSURED) AND HAS TO FOLLOW ARBORIST GUIDELINE.

John and Diane Paine- Trespassing/Fishing. There have been incidents where outside people have been fishing and asked to leave. The sheriff was called when the trio refused to leave. What recourse is there? Steve will contact the sheriff's dept. rep that spoke to the HOA last year. It is recommended to call the sheriff's department when this type of situation arises and not handle on your own.

Sherry McDonald- Enforcement of general rules and regulations in the community need to be consistent.

Jay Gould-pool deck maintenance. The pool deck is not the responsibility of Vanguard Cleaning (clean only the inside of the clubhouse). Currently pool deck maintenance is done by volunteers in the community.

Jim McVeigh- Hurricane help for neighbors. Thank you to all who assisted others with shutter placement, etc. during the recent hurricane.

Pat Stolleis- Rental policy...what is the age restriction for teenagers living alone? How is the rental policy enforced if there are infractions? Per James, the attorney will come to speak with the board members regarding the current rental policy.

Kathy Olivera- Some of the garage light fixtures were blown off during the hurricane, What can they be replaced with? Board will review.

Meeting was adjourned at 11:55 AM. The next meeting is scheduled for Thursday, December 14, 2017 at 9:00 am at the Clubhouse.

Respectfully submitted.

Jan M Russell, Secretary