

Stillwater 3 Homeowner's Association, Inc.

Board Meeting Minutes

December 14, 2017

**CALL MEETING TO ORDER:** The meeting was brought to order at 9:02 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:** Beth requested change from term "audit" to "financial review report" for the November 28, 2017 minutes. Motion to approve with this change made by Beth, second by John. Passed unanimously.

**TREASURER REPORT:** Charlie reported that checking acct. balance as of 11/30/17 was \$74,579.57 and \$7807.84 was transferred to the reserves.

Expenses recap:

Admin: \$2,128.16

Utilities: \$7,795.16

Common grounds maintenance: \$21,252.20

Other expense: \$8,102.09

Total expenses: \$ 39,277.61

Total income: \$29,525.00

Net loss: (\$9,752.61)

Accts receivable: \$3,828.17

2018 BUDGET: Total Expenses for 2018 increases to >\$217/month, up from \$211/month in 2017. John made a motion to approve the 2018 budget, second by Charlie. Voted on and passed unanimously.

**MANAGER REPORT:** Beth would like clarification of where the landscaping improvements for the 2017 year are on the financial statement. James will provide.

James has requested several quotes for hurricane shutters for the clubhouse.

The main gate is still not working properly. There are issues with the gate as well as the phone line and trying to resolve between the two vendors involved.

James received a quote from a contractor to repair 3 small cracks in the sidewalk. The cost is approximately \$300-\$400 and has been placed on the contractor's list to be done.

Board discussed trimming of the oak trees that are close to streetlights. James will get some bids for oak tree trimming.

**UNFINISHED BUSINESS:**

**Status of Comcast Contract Renewal:** Beth has received notification that Comcast is working on an amendment to our contract and the monthly rate would increase from \$39.00 to \$39.93. We are now waiting to review the final draft of the contract.

**Rental Policy/Enforcement:** The attorney is currently working on revisions to the document. James suggested that the attorney meet with the board to discuss. This will be arranged by James for the near future.

**General Violation Process:** One additional member volunteered to work on the committee, John Paine. Charlie made a motion to approve the five committee members (John Paine, Jay Gould, Russ Phelps, Wayne Burke and Pat Stolleis), second by John. Voted on and passed unanimously. The group has had a brief organizational meeting and will continue to meet to gather information and to review guidelines. The next committee meeting is scheduled for January 12 at 9:00 am at the clubhouse. The name of the committee shall be "Association Rules Committee."

## **STANDING COMMITTEE REPORTS:**

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

**Landscape Committee:** The oleanders lining Medical Blvd are overgrown. A proposal was obtained from Brightview for hedge rejuvenation cutback for a total price of \$7520. The cuts would be staggered between 4-6 ft. to promote internal growth. The work is recommended be done in the spring to avoid the possibility of freeze or frost and to take advantage of the optimal growing season. Jame will request 1-2 additional bids for this work.

A proposal was also received from Brightview for sod and subsurface revamp at 13339 Abercrombie, for a total price of \$4916.92. Per Brightview, this job would best be done in spring/summer. There are also other properties experiencing the same problem. Beth will request Brightview to compile a list of all of the properties affected with thin or bare sod areas (approx 15). James will request 1-2 additional quotes for this work.

**Facilities Committee:** Thanks to the facilities committee for putting up all of the holiday decorations at the clubhouse and entrance gate areas.

Wayne Burke suggested that a long term maintenance plan should be considered for work such as fence washing, cleaning sidewalks, pool deck, etc. Currently, a group of volunteers is doing all of this work. No action taken, further discussion needed.

## **NEW BUSINESS:**

**Communication:** Jan presented ideas from a resident that is requesting the web site be used to post suggestions for contractors, dentists, other services in the area, as well as personal data, such as email addresses. . Per James, posting email addresses at the web site is illegal and no personal information is to be posted at the community web site. No action taken.

**Social Committee:** This idea has been discussed in the past, with no action. Discussed possible social committee. No action taken.

**Year round Hurricane Shutters:** The Association General Policies state: Hurricane Shutters may be be put up 2 days prior to a hurricane warning and must be removed within three days after, unless the Board decides otherwise. Hurricane Shutters may not go up at any time other than a storm event. Accordion Shutters for Lanai: Homeowners may install an accordion shutter for lanai while they are away. Shutters must be the same color as the exterior wall paint. This applies only for the lanai area and not for windows or doors. - Adopted April 6, 2017.

Florida statutes will be reviewed and this topic will be reviewed and discussed further at the next meeting.

**OPEN COMMUNITY FORUM:** Steve Patty, President, stated that beginning with the next meeting, all homeowner topic requests are to be submitted, in writing, to the president prior to the meeting.

Kathy Olivera and Doris Rossi- Some residents are walking in the early morning and the evening wearing dark clothing, making it difficult to see them. Request resident to use flashlight..a reminder will be sent via the community email.

Karen Purdue: Shutters. Already discussed.

Mark Culotta: Shutters and HOA increase. Charlie stated that the potential HOA increase (starting in January of 2019) is based on a roof estimate study that was recently completed.

Greg Birbilis: Plant replacement. Requesting options for planting different types of plants along the side of the house. Referred to Landscape Committee.

Jerry Sorgenfrei: 2018 Budget. for Landscaping. Discussion.

Meeting was adjourned at 10:18 AM. The next meeting is scheduled for Wednesday, January 10, 2018 at 1:00 PM at the Clubhouse. The Annual Homeowner's Meeting is scheduled for Thursday, January 25 at 1:00 PM at the Suncoast Auditorium.

Respectfully submitted.

Jan M Russell, Secretary