

Stillwater 3 Homeowner's Association, Inc.

Board Meeting minutes

November 10, 2016

Call Meeting to Order: The meeting was brought to order at 10:05 AM by Vice President, Steve Patty..

Determination of Quorum: A quorum was established. Present: John Miranda, Jan Russell, Beth Hanson 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.

A tribute to Paul Brown, past President of Stillwater Homeowner's Association was made and a moment of silence in recognition of Paul's role as neighbor, friend, husband, father and grandfather.

At this time, there were 3 candidates for the vacant interim board member position: Charles Pickering, Sharon Bostock and Ellen Brown. John made a motion to appoint Charles Pickering as the interim board member, this was seconded by Beth. Vote: 3 in favor, 1 opposed. Charles (Charlie) Pickering briefly introduced himself and the meeting continued with Charlie serving as the fifth board member,

Approval of minutes: The minutes of the April 11, 2016 and June 9, 2016 meetings were read and approved.

Treasurer Report: The Financial report for the month of September, 2016 was reviewed by the treasurer, Beth Hanson, who reported that the finances for the time period have been properly maintained.

Manager's Report: James reported that there is a spa leak that is currently under investigation. Several quotes will be obtained for its repair. Jan requested a quote for replacement cost of the spa in addition to estimated repair cost.

Florida statute states that HOA board members submit a form (to be held by the secretary for 5 years) that states that the board members have read and understand the HOA regulations/declarations to the best of their abilities. Per James, this statement was inadvertently omitted from the 2016 form for board position candidates, but will be added once again to the 2017 form. In the interim, Beth provided a copy of a form that may be used in its place. Board members are asked to review the required documents and submit the completed form to the secretary as soon as possible.

Unfinished Business:

Status of Comcast Contract Renewal: Comcast sent James the incorrect contract/proposal initially and has now sent a revised proposal that states that the cost per unit will be \$44.05 which includes 1 HD box and taxes. The new contract is not in effect at this time. Homeowners will be informed when the new contract takes effect. The homeowner will then be required to pick up the HD box at the Comcast office. If homeowner already has an HD box, a telephone call to Comcast would be required to get the \$10 taken off the homeowner's bill. Jan made a motion to accept this proposal, seconded by Charlie. Voted on and approved unanimously.

Rental Policy: James distributed a sample of the leasing rules (limitation rule and waiting list) from another homeowner association for review. This is a document that may be used as a guideline for rules that will be established for Stillwater 3. Charlie made a motion to defer this discussion until the next meeting, this was seconded by John and unanimously passed.

Security: The security cameras around the clubhouse/pool area are not working. James has contacted several companies to repair the system and none are able to do the work. Steve recommended that homeowners purchase and install motion- sensor lights for the outside of the villa as this would help with lighting the community at night. Steve will contact Officer Duff to speak about security measures for the neighborhood at the December meeting.

Standing Reports:

Architectural Committee: Fran Ricci submitted an architectural request form in May 2016, requesting a hedge behind his home, for privacy purposes. The request was signed off on May 6 and sent back to the homeowner. However, it was later determined that the homeowner was requesting that the HOA pay for the hedge at an estimated cost of \$1000. Charlie made a motion to table this until the next meeting, seconded by Beth and passed unanimously. Further information as to the exact location of the hedge is needed as well as what should be done if other homeowners request something similar. Per James, a work order should have been sent, if the HOA was to be involved with this request.

Landscape Committee: The same color and variety of mulch will be put down by Brightview. Brightview requests that any damage done to homeowner's property by Brightview be reported to Brightview by the homeowner in a timely manner. A property inspection walk is scheduled for November 16. The landscape committee plans to begin working on the entry gate improvement project shortly. Volunteers are needed to help homeowners that are unable to pull weeds, dead shrubs, etc. from their property. The landscape committee reviewed the contract with Brightview as well as some other contracts and reported that Brightview's cost is lower than the others for the same services.

Facilities Committee: None

New Business:

2017 Budget: The proposed 2017 budget was submitted to the board by James Ro. Jan made a motion to send out the proposed budget to approve at the next meeting, seconded by Charlie. Voted and approved unanimously. James will mail the proposed budget to each of the homeowners along with the first notice of the annual meeting in January. See attachment.

Pool chairs: Four community members have volunteered to repair the pool chairs with materials that were left from the previous repair.

Stillwater Villa entrance light: Joe Modena from the Stillwater homes contacted James Ro regarding the installation of a light at the Stillwater Villas wall sign on Pine Street. The Stillwater homes have installed the light already and have asked if the board would approve the light fixture for the villas at a cost of approximately \$50 for materials. The light and labor would be provided by the Stillwater homes. Charlie mad a motion to have the light installed, seconded by Jan. Voted and passed unanimously.

Meeting format: By Florida statute, homeowners are required to have an opportunity to attend and to speak at HOA meetings with reference to all designated items. The HOA statute does not require that there be any designated items, as there is no requirement for an agenda. The HOA (board) may adopt reasonable rules expanding the right for members to speak with regard to the frequency and duration. IE: HOA may require the use of a sign-up sheet for members wishing to speak.

Open Community Forum:

Discussion from the following homeowners:

Mark Culotta - Landscape contract, pool maintenance and Sunvast contract

Linda McGonagle - White flies and insects in back bushes

Joanne McCauley - pool etiquette

Karen Perdue - corner of Medical Blvd and north point of Stillwater needs shrubs for security

Larry Pare- shrubs behind lanai trimmed inconsistently by Brightview

The next board meetings were scheduled for: Thursday, December 8 at 9:00 am at the clubhouse, January 12, 2017 at 9 :00 am at the clubhouse and the annual homeowner's meeting on January 26, 2017 at 1:00 PM at Englewood Community Hospital auditorium.

Meeting was adjourned at 12:07 PM.

Respectfully submitted.

Jan M Russell, Secretary