

**BOARD OF DIRECTORS MEETING MINUTES  
THE PRESERVE COMMUNITY CENTER  
THURSDAY, AUGUST 24, 2017**

**CALL MEETING TO ORDER / ESTABLISH QUORUM**

President Andy Russell called the meeting to order at 10:15 a.m. A quorum was established with all other Board members present - Vice-President, Ken Filow, Treasurer, John Grabowski, Secretary, Donna McGregor, Director, Mary Courneya. The only exception was Director, Bernie Comeau, who was absent without notice. Judie Littell, LCAM representing PCM was present, along with GVLA members Dorothy Bryson and Paul McGregor.

**PROOF OF NOTICE**

The Agenda, with meeting date and time, was posted on the GVLA website. It was also posted on the TV Community Channel and on the Preserve Community Center bulletin board in accordance with the Bylaws of the Association, and requirements of the Florida Statutes.

**DISPOSITION OF PRIOR BOARD OF DIRECTORS MEETING MINUTES**

Andy Russell **motioned**, seconded by Donna McGregor, to approve the minutes of the July 27, 2017 Board meeting as written. **The motion passed unanimously.**

**TREASURER'S REPORT**

The financial statement shows an equity balance of \$89,378.79, increased from \$82,720. at the end of July, 2017.

This equity balance does not reflect the cost of removal of the Washingtonian Palms (not to exceed \$35,000).

As the result of the collection efforts of the Treasurer and PCM, unpaid assessments decreased from \$13,261 at July 18, 2017 to \$9,515.75 as of August 23, 2017. Of the five serious delinquencies, three remain - one delinquent account accepted a certified letter with no response; the other two certified letters were unclaimed at the post offices. These three require the Board's consideration for legal action, along with penalties as outlined in the Declaration, and/or as voted on by the Board during the June 29, 2017 meeting.

## **'UNAPPROVED UNTIL SEPT 28/17'**

Discussions included late payment charges, the \$25 fee on the coupon book, and inability to pay using credit cards. Judie Littell will review these issues with PCM accounting and report her findings.

Board discussion of the 2018 budget will be included under New Business.

Andy Russell **motioned**, seconded by Mary Courneya, to approve the Treasurer's Report. **The motion passed unanimously.**

## **PRESIDENT'S REPORT**

There have been some neighborhood complaints that FLP machines were not cleaned before being used on GVLA properties. Andy Russell wants all members to know this is incorrect and that all machinery is inspected and cleaned nightly. Andy will prepare an article to be added to the Website addressing this issue.

Andy Russell and Paul McGregor offered two different solutions for protect mailbox posts. Both cost \$20 and will be added to the GVLA website.

## **UNFINISHED BUSINESS**

**a. Status of Landscape** - one complaint on Aviary Ct of failing new sod has been addressed, inspected, and found to be incorrect. All lawns on the court have been inspected and found to be in good condition.

**Weeds** - The supplier of the weed control product was found to be diluting the solution and is no longer being used. Spraying is now being redone with product from a new supplier.

**Washingtonian Palm Update** - Weather dependent, removal of the palms will begin on August 30, 2017 and be completed in stages. Andy Russell has verified FLP has full coverage insurance for employees, equipment, risk of damage as palms are close to houses. Once the removal, grinding, and cleanup is completed, FLP will start new plantings.

**b. Assessments - Delinquent Account Collection Policies** - John Grabowski **motioned** to turn the three serious delinquent accounts in the Treasurer's Report over to attorney Sandy Levitt to commence with a Notice of Lien. The motion was seconded by Andy Russell and **approved unanimously.**

## **'UNAPPROVED UNTIL SEPT 28/17'**

Judie Littell will review and explain PCM accounting for -

- \$25 charge on Aged Owner Balances Report
- \$25 charge on Coupon Book
- \$15 administrative fee - does it appear on the ledger

John Grabowski **motioned**, seconded by Andy Russell, and **unanimously approved** that further discussion on collection of late charges, penalties, and fees be tabled for clarification until next month.

**c. Website Update** - The website is being used to submit maintenance requests for FLP. The method of tracking work orders and communicating with homeowners and FLP works well. The only long-term outstanding issues are the two properties waiting on a Board decision to pay for removal of backyard oak trees.

The number of user 'hits' on the website is unknown and will be followed up with Kristen at PCM.

**d. Attorney Questions** - At the June meeting, the Board voted to retain attorney Kevin Wells of Wells and Olah. At the July meeting, John Grabowski posed three issues requiring legal interpretation. During the August meeting, Mary Courneya called the attorney's office and set up a meeting with the Board (at the attorney's office) for September 14, 2017 at 1:00 p.m. John agreed to rewrite, using Article 5 of the GVLA Declaration, three questions -

- 1) what encompasses original landscaping and extent of our responsibility?
- 2) our responsibility regarding the irrigation system and back flow valves?
- 3) what is our authority to replace and bill the homeowner to repair landscaping that has been abused?

John Grabowski will send the prepared questions to the Secretary who will submit them to Kevin Wells for review prior to the September 14, 2017 meeting. This will be an actual Board meeting, with a quorum. For 'legal reasons' it will be posted as a 'closed meeting'.

**e. Insurance - D&O and Crime** - insurance agent IHG (Ian H. Graham) submitted a quote of \$1,861 for coverage through CBIZ Insurance Services, Inc. As there are no tangible assets, this covers the Directors and Officers for crimes of theft/ forgery/ fraud. John Grabowski **motioned**, seconded by Andy Russell, to accept the proposed IHG insurance coverage effective September 1, 2107 through August 31, 2018. **The motion passed unanimously.**

**NEW BUSINESS**

**Budget - 2018** - Judie Littell will send an estimated budget to the Treasurer, based on last year's financials and expenditures. Treasurer, John Grabowski, would like 2 or 3 people to work with him on the preliminary proposal prior to the September Board meeting.

1) Preliminary budget will be proposed at the September 28, 2017 Board meeting.

2) Board will vote on new proposed budget. A motion will be made to have PCM mail a 14-day notice to Members, along with a copy of the proposed budget, advising the Board will be passing the budget at the October 26, 2017 Board meeting.

"Under Florida HOA statutes the board can raise the dues up to 15% by board vote. They don't have to mention anything about raising the dues, just that the budget will be considered."

3) Once the Board has approved the budget in October, 2017, PCM will have new Coupon Books printed to send to Members for 2018.

**ANYTHING ELSE THAT COMES BEFORE THE BOARD** - Paul McGregor offered to assist with the budget preparation.

**OPEN FORUM / ANNOUNCEMENTS** - Member, Dorothy Bryson, takes issue with the back flow valves being considered part of the irrigation system, as well as GVLA plant replacement, and does not believe GVLA should be responsible for these expenses. Legal obligation for the irrigation system will be discussed with the attorney. The Declaration specifically outlines GVLA responsibility for replacing original landscaping.

**ADJOURNMENT** - Andy Russell **motioned**, seconded by Mary Courneya, to adjourn the meeting. **The motion passed unanimously** and the was closed at 123:06 p.m. Then ext Board meeting will be September 28, 2017.

The September 14, 2017 Board meeting will be closed due to legal issues but will be posted on the Community TV Channel as well as on the website calendar.

The Board meeting was reopened at 12:10 p.m. for a "Resolution of Board of Directors, Golf Villas Association, Approval for Fees for Preparation of Estoppels". With the

**'UNAPPROVED UNTIL SEPT 28/17'**

change in Florida Statute 720 governing HOA Estoppel requirements, property management company preparation fees have been increased to \$250 . Andy Russell **motioned**, seconded by Donna McGregor, the Board approve the fee for preparation of Estoppel certificates. **The motion passed unanimously.**

The meeting was re-adjourned at 12:15 p.m.