

THE GOLF VILLAS LANDSCAPE ASSOCIATION 1, INC.  
BOARD OF DIRECTORS MEETING MINUTES  
THE PRESERVE COMMUNITY CENTER  
THURSDAY, JUNE 29, 2017 - 9:30 AM

**CALL MEETING TO ORDER / ESTABLISH QUARUM**

President Andy Russell called the meeting to order at 9:30 AM. A quorum was established with all Board members present with the exception of Vice-President, Ken Filow, who was absent with notice.

Judie Littell, LCAM, representing PCM was present, along with GVLA members Dorothy Bryson, Judy Murphy, Paul McGregor, Dan and Mary Ann Powers.

**PROOF OF NOTICE**

The Agenda with meeting date and time was posted on the GVLA website. The meeting date and time 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 John Grabowski, to approve the minutes of the May 25, 2017 Board meeting as written. **The motion passed unanimously.**

**TREASURER'S REPORT**

John Grabowski reported the bank balance at the end of April, 2017 was \$83,914 vs \$109,158 at the end of December, 2016, and down from \$113,763 at the end of March, 2017.

The decreases are due in part to two regular, monthly service payments to FLP in April (March payment was skipped), as well as annual charges of \$8,100 (tree trimming); \$8,500 (cinch bug spray, and new sod charges this year of \$31,475.

Our "Subtotal Fund Balance" (equity) has declined from \$112,018 the end of December, 2016 to \$85,754. Last year's peak balance of \$176,528 was at the end of September, prior to the start of the new sod project. Current reserves of \$85,754 equate to \$370 per unit for 231 GVLA units, down from \$761 per unit at the end of September, 2016.

Discussion of unpaid assessments will be covered below under Unfinished Business

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

## **PRESIDENT'S REPORT**

Other discussions to be covered in New Business.

## **UNFINISHED BUSINESS**

### **a. Status of Landscape (Grass, Watering, Washington Palms)**

All sod replacement has been completed.

Irrigation watering/fountains/car and pressure washing remains restricted to once a week per Manatee County schedule.

John Grabowski presented a second draft letter to be sent to Members involved in the Washingtonian Palm project. The letter is to advise of the safety issues and maintenance costs of keeping these trees. Future responsibility, care of, and any liability of the Washingtonian Palms will be totally that of the home owner. The letter is to be signed, dated, and returned granting permission for removal of 48 Washingtonian Palms involved. John will revise the letter to include a paragraph - **“when we receive your signed and dated acceptance at the bottom of this letter, a Board member will contact you regarding replacement tree(s)”**. Small palms and Florida native plants (to blend with landscaping) will be offered as replacements. FLP has already visited each property and assessed the areas of replacement. The cost of replacement is included in the total cost (\$35,000) submitted by FLP.

The letter will also advise Members involved that the palm replacements will start in the fall and be completed in **two phases**:

- 1) removal, grinding, cleanup.
- 2) planting of new trees

Donna McGregor **motioned**, seconded by Andy Russell, for a revision of the letter to be written by John, and sent to involved palm tree Members by PCM with a return envelope.

RSVPs must be received by **July 31, 2017**.

**The motion passed unanimously.**

### **b. Assessments - Status of Delinquent Pays and Penalties**

Some account delinquencies resulted from our dissolved relationship with Rizzetta, and transition to PCM, the end of December, 2016. Rizzetta cancelled our BBT account mid January, 2017, prior to all payment checks clearing the bank. PCM was not advised of this action until February and payments, or non-payments, could not be identified. This can only be determined now by requesting Members to provide “proof of payment” in the form of cancelled checks.

Unpaid balances under \$6 require further discussion to be written off.

“Friendly” reminder letters were sent June 28, 2017 to 47 delinquent accounts and must be paid by the 15th of the next month (July 15, 2017).

Delinquent accounts on July 16, 2017 will receive a Past Due letter with a \$15 administrative fee and late fee interest of 18%. Serious delinquent accounts, more than three months in arrears, will be considered for lien action.

May, 2017 financials show unpaid balances of \$12,000. Of the 231 homes in GVLA, half of this amount is due to 9 more than three months in arrears.

In April, 2017, the Board made a decision not to assess fines for late payments until May, 2017. Our GVLA documents, Section 7C of the Declaration, provides for a 10% late fee.

### **c. Website Update - Maintenance Requests Spreadsheet**

The website is up and working and shows a number of Members have in fact looked at the site. The Service Request form has been used two or three times and appears on the log spreadsheet. PCM and the Board are directing all Members to the website to submit maintenance requests.

The maintenance request automatically loads the 'log'. Donna will capture the request from the spreadsheet and forward it to FLP for action (if Board involvement is not required). When FLP emails their 'work complete notification', Andy will post the date and action taken by FLP. The Member is notified of our/FLP action through copy of our email to FLP.

The maintenance log can be viewed and reviewed at GVLA monthly meetings either as a printout or using the TV screen through a computer/ipad.

## **NEW BUSINESS**

### **a. Hire Attorney**

Andy Russell recently met with attorney Kevin Wells of the Law Offices of Wells I Olah, Sarasota, FL. with respect to hiring an attorney for any GVLA needs. The meeting lead Andy to feel this real estate/HOA attorney would meet our needs and should be considered by the Board.

An in-depth discussion resulted in a **motion by Andy**, seconded by John, to put Kevin Wells on 'retainer' at no cost to GVLA. **The motion passed unanimously.**

The Board may request interpretation of the language in our GVLA Declaration.

### **b. Insurance**

GVLA Officers and Directors insurance lapsed during the last four years.

Andy researched re-establishing insurance coverage, of \$1,000,000 for the Board, through CBIZ insurance services in Sarasota. The insurance would cover :

- 1) Crime - embezzlement of treasury funds by a Board member.

2) Directors and Officers - if the Association is sued by a homeowner.

GVLA owns no assets/property requiring insurance coverage. No Workman's Comp is required. FLP has provided proof of their own Workman's Comp for their employees.

A vote to proceed with the insurance coverage is postponed to the July Board meeting pending costs involved and the name of the insurance agent.

### **OPEN FORUM / ANNOUNCEMENTS**

The sound barrier wall for Tara Preserve was approved. The color will be beige/yellow as seen on the wall on I75 south of here.

### **ADJOURNMENT**

The next board meeting will be July 27, 2017 at 10:00 AM.

As there was no longer a quorum, the meeting was dissolved at 10:45 a.m.

Respectfully submitted,  
Donna McGregor, Secretary, Golf Villas Landscape Association 1, Inc.