

**GVLA BOARD OF DIRECTORS MEETING MINUTES  
TARA PRESERVE COMMUNITY CENTER  
THURSDAY, MARCH 15, 2018**

**CALL MEETING TO ORDER / ESTABLISH QUORUM**

President Andy Russell called the meeting to order at 6:33 p.m. All Board members were present - Andy Russell, Ken Filow, Donna McGregor, Mary Courneya, and Bernie Comeau. Also present was Bill Sutton, CEO, Judie Littell, LCAM, representing PCM. The list of Members attending tonight's Board meeting appears at the end of this report.

**DETERMINING A QUORUM** - 46 was the required number for a quorum. There were 52 members counted (in person and by proxy); a quorum was established.

**PROOF OF MAILING NOTICE OF ANNUAL MEETING**

PCM sent two mailings to Members with meeting data, proxy forms, and bios of Members running for the Board.

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

**APPROVE MINUTES OF LAST ANNUAL MEETING**

President Andy Russell **motioned**, seconded by Donna McGregor, to approve the Minutes of March 23, 2017. **The motion passed unanimously.**

**PRESIDENT'S REPORT**

Andy Russell thanked everyone for attending the meeting.

She thanked the Board for their time and hard work, particularly in getting the Joinders completed to legally include all who wanted to continue as part of our maintenance-free GVLA association.

Of the original 231 properties, GVLA is now comprised of 214 Members. Twelve properties opted out; five were discontinued due to lack of response or severe arrears.

Andy advised the Members that FLP, if requested, is available to service NON-GVLA properties. Their price would be for basic services - mowing, trimming, edging. Services including chinch bug application, palm pruning, fertilizing of turf, ornamentals, and palms, herbicide and fungicide applications, mulching, and irrigation are NOT part

of the basic landscape services. GVLA services include all of this, and more, for a monthly assessment of \$130.

Andy thanked Paul McGregor for creating a website that has surpassed GVLA expectations and is fulfilling GVLA needs.

Andy Russell asked for nominations from the floor to be included on the new Board of Directors. As no one stepped forward, Andy asked each of the four who had submitted bios to introduce themselves and tell the Members why they wanted to be part of the Board of Directors.

Andy Russell **motioned**, seconded by Bernie Comeau, to accept the new Board members - Mary Buckley, Bill Beall, Dan Powers, Eugene Rado. **The motion passed unanimously.**

**UNFINISHED BUSINESS** - None

**NEW BUSINESS** - None

**ADJOURNMENT** - Andy Russell announced the new Board Organizational Meeting would follow immediately. Andy **motioned**, seconded by Mary Courneya, to adjourn the Annual Meeting at 6:55 p.m. **The motion passed unanimously.**

### **BOARD OF DIRECTORS ORGANIZATIONAL MEETING**

**CALL MEETING TO ORDER / ESTABLISH QUORUM** - The meeting was called to order by Bill Sutton, CEO of PCM at 6:57 p.m. A quorum was established with the presence of Ken Filow, Donna McGregor, Mary Courneya, Mary Buckley, Bill Beall, Dan Powers, and Gene Rado. Also present was Judie Littell, LCAM, representing PCM.

### **PROOF OF MAILING NOTICE OF ANNUAL MEETING**

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**ELECTION OF OFFICERS -**

**President** - Bill Beall made a **motion** to nominate Dan Powers as President; seconded by Mary Buckley. Donna McGregor made a **motion** to nominate Ken Filow as President; seconded by Mary Courneya.

Ken Filow declined the nomination as President.

There were no other nominations for President.

Four voted for Dan Powers as President - Bill Beall, Gene Rado, Mary Buckley, Ken Filow; two opposed - Mary Courneya and Donna McGregor.

Dan Powers **accepted the nomination; the motion was carried.**

**Vice-President** - Dan Powers made a **motion**, seconded by Donna McGregor, to nominate Ken Filow as VP. Ken Filow accepted the position. **The motion passed unanimously.**

**Treasurer** - Dan Powers made a **motion**, seconded by Mary Buckley, to nominate Bill Beall as Treasurer. Bill Beall accepted the position. **The motion passed unanimously.**

**Secretary** - Mary made a **motion**, seconded by Dan Powers, to nominate Donna McGregor as Secretary. Donna McGregor accepted the position. **The motion passed unanimously.**

**Assistant Treasurer with No Voting Powers** - Judie Littell suggested a motion be made to appoint Bill Sutton as Assistant Treasurer with no signing powers as he signs the checks. Mary Courneya made the **motion**, seconded by Donna McGregor to appoint Bill Sutton as Assistant Treasurer with no signing powers. **The motion passed unanimously.**

Judie Littell made a **motion** for Bill Sutton to fill this position as he signs the checks. All were in favor. **The motion passed unanimously.**

Treasurer, Bill Beall, requested dual-signatures for checks. After much discussion, the Board agreed on the following process:

- GVLA bills submitted to PCM will be coded (according to the Budget) and emailed weekly to the Treasurer with copies to the whole Board.
- After review, the Treasurer will approve and email back the receipt to Judie Littell.
- Checks will be prepared by PCM, send to Bill Sutton for signature, and mailed to vendors.

Bank signature cards will be signed by Dan Powers and Bill Beall.

**Financials** - Gene Rado asked PCM to provide the Annual Financials for the previous 5 years. He will send an email to Judie Littell requesting boxes be pulled from storage to retrieve Annual Financial statements only. Gene will email the results to all Board members. PCM received only hard copy of all financials from the previous management company - Rizzetta & Company, Inc.

Gene also asked Judie Littell to provide the list of general ledger account codes.

**OLD BUSINESS** - President Dan Powers thanked the previous Board for its work.

Dan would like to work with the attorney to see if updates can be made to the GVLA By-Laws. Previous attempts to do this were never implemented into the documents.

**NEW BUSINESS** - (for discussion only)

**1. Oak Trees**

- original landscaping
- create a project to work on this with the Membership being involved financially
- Ken Filow will send Oak Tree Assessment Report created by FLP to Board members
- tree removal line item in Budget

**2. Financials / Budget - discussed with Bill Sutton**

- Ken Filow will share a separate list of coded costs as PCM advises Budget line items cannot be changed with current Budget

**3. Roberts Rules - to be followed as outlined in the GVLA By-Laws**

**4. No landscape chair - all Board members will check on landscape issues in the Association and report to the Board monthly.**

**5. Work order collection and report responsibility currently held by the Secretary; delegate / involve other Board members.**

**6. Website update - creator, Paul McGregor, feels GVLA needs a Website Master, within the Board, to work within the website and update as necessary. A solution presentation will be provided at the next Board meeting.**

**BOARD OF DIRECTORS FUTURE REQUESTS**

- Bill Beall      - all meetings to be evening meetings
- receive the Financials from PCM one week in advance of monthly Board meetings.
- Dan Powers    - meetings will be under Roberts Rules of Order (per GVLA By-Laws) - all discussion will include a motion, a second, then discussion. After Board discussion, Members will be recognized for discussion by way of raising a hand.
- Judie Littell   - signature cards require 2 forms of ID from Bill Beall and Dan Powers.

**MEMBERS' QUESTIONS AND INPUT** - Alice Barker thanked the Board for all its work on behalf of the community

**ADJOURNMENT**

Dan Powers thanked everyone for attending and asked for a motion to adjourn. Mary Buckley made the **motion**, seconded by Gene Rado. **The motion passed unanimously.** The meeting adjourned at 8:03 p.m.

The next scheduled Board meeting is Thursday, April 26, 2018 at 10:00 a.m.

Respectfully Submitted

Donna McGregor  
Secretary, GVLA