

GOLF VILLAS LANDSCAPE ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, APRIL 26, 2018
TARA PRESERVE COMMUNITY CENTER

CALL TO ORDER/CERTIFYING A QUORUM – The meeting was called to order at 6:30 PM by President, Dan Powers. Other Board members attending were Bill Beall, Mary Courneya, Ken Filow, Donna McGregor, and Gene Rado. Mary Buckley was absent with notice. A quorum was established. Judie Littell, LCAM, represented Progressive Community Management, Inc. (PCM).

PROOF OF NOTICE – 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 Statute.

APPROVAL OF MINUTES FROM LAST BOARD MEETING – Gene Rado **motioned**, seconded by Bill Beall, to approve the Board of Directors Minutes of the March 15, 2018 board meeting as written. **The motion passed unanimously.**

PRESIDENT'S REPORT – Dan Powers welcomed everyone to the meeting. He said this is a meeting for the Board and members will have an opportunity to speak at the end. He mentioned that at every meeting the Board members will be asked to give their comments after New Business. He also mentioned that Judie will take the minutes and do the FLP exception reports.

FINANCIAL REPORT – The December 2017 year-end, January, February and March 2018 financials were reviewed by Bill Beall, Treasurer, as well as the delinquent accounts and small charges (anything under \$10) which will be waived. There is one account that required a motion.

Motion – Donna McGregor moved, seconded by Dan Powers, for 6638 Tailfeather Way, to waive penalties that have been added to that account up through March. Discussion: the owner should be notified that this is a one-time forgiveness. We appreciate her payments and that her yard has been done but going forward, she must be current and payment is due on the first of the month. **When the vote was called, it passed unanimously.**

In February there were many invoices that were going out in two weeks. The new system is that all invoices are sent to the Board for review, and will go back to Judie by the 15th of the month after Bill Beall signs his approval for payment. When the checks are cut, PCM signs, then Bill Beall signs, and they are mailed out. Since the new system is in place, there is an improvement in March. Bill met with Joe Bratcher and he is on board with the new system. Below is the report for December through March. The expenses for December were over budget by \$55,609 and in February expenses were over budget by \$61,559. However, in March, they were under budget by \$1,996.

Date	Assets	Liabilities	Equity	Income	Expenses
December 2017	79,926	28,391	51,535	333,237	393,846

January 2018	98,769	37,976	60,793	30,030	20,773
February 2018	15,742	16,509	(767)	29,979	91,538
March 2018	37,291	18,754	18,537	26,170	24,174

Gene Rado **motioned**, seconded by Ken Filow, to approve the December, January, February and March 2018 financials as presented. **The motion passed unanimously.**

UNFINISHED BUSINESS

- a) Follow up on Exception Reports – These are sent to us by FLP as they are doing their weekly lawn service and checking the irrigation control box to see if it is turned off or inside their garage in which case FLP does not have access to it. FLP created an exception report and if an owner had negative marks, they were by-passed for the sod project. For future projects, the Board will look at how the residents are maintaining irrigation according to the By-laws. The Board's intentions are to keep the exception reports and notify residents about it. If the residents do not abide by the guidelines in the By-laws, they will not receive lawn care.
- b) Report on the Signing of the Two-Year Contract with FLP – Ken Filow, with Dan Powers and Bill Beall, met with Joe Bratcher, President of FLP, to discuss the new contract. Since January 1, 2018 GVLA has been operating monthly with no contract. Joe presented a 24-month contract, which is more advantageous to the Association, and proposed a \$2/unit increase to \$82/unit for 216 members of GVLA (with 15 people who opted out). The Board continues to work on maintenance with these people to try to get them to join. (When PCM gets a request for an estoppel, they are to look to see if the owner has joined and if not, let Donna McGregor know.) The 15 represent \$23,400 in lost revenue over the 231 members. Joe is going to make a couple of minor changes but until the contract is signed, they have an agreement in principle.

Motion – Mary Courneya moved, seconded by Bill Beall, to approve the contract with FLP @ \$82/unit for 216 units, and authorize the President to sign the contract for the Association. **The motion passed unanimously.**

- c) Paul McGregor - slide presentation of GVLA website – Paul distributed a handout to the Board of GVLA's web site development goals and went through the costs for the development. He explained the various items for Members and the Board. The Board page is critical for the Board to have whatever report they want. Not all on the page are live but the Board must decide what to have on this page. The service requests go to Donna. When Paul started to develop the web site, he was told by the Board that the main purpose was to track the follow up on FLP. The results are 50% irrigation and 50% landscaping and the Board can see what the problems are over time. The web site is getting 1,000 hits per month and a lot of activity was with the joinder in December and January. There are more hits than PCM manages.

Paul would like to transfer some of this responsibility over to the Board and away from him. He stated that an owner or the Board could monitor it. Donna is looking at this for control of what is going on in the neighborhood to help owners/residents to take care of their problems. Dan Powers suggested to have business cards to give to Joe Bratcher telling the owners/residents what they need to do (filling

out the maintenance service request form on the web site). Dan thanked Paul for all his time, effort and work that he put into the web site.

- d) Editing of By-Laws – Dan Powers said they paid \$3,900 years ago to have the Bylaws amended. He will give every Board member a copy for 2019.
- e) GVLA welcome package with website information – Donna McGregor is working on a welcome package for the membership and would like this to be on the agenda for the May Board meeting.

- f) New wall-map of Tara by FLP – Donna McGregor presented a wall map of GVLA prepared by FLP. This was a wonderful rendition of all the addresses of the homes on each street in GVLA. It was easy to locate an address and would be used especially by realtors and new buyers in the community, plus their vendors.

NEW BUSINESS – None

BOARD MEMBER COMMENTS

- a) Bill Beall – See his financial report
- b) Mary Courneya – None
- c) Ken Filow – Commented on the management of the web site. He said the Board is an ever-revolving entity and you need to have someone like Donna on every Board or hire someone or she will have to train someone. Judie is to ask Kristen Raniere if PCM would be the web master and if so, what the cost would be, or if she knows whether there is a web master for other associations, and if so, who do they use.
- d) Donna McGregor – None
- e) Gene Rado – thanked Paul McGregor for the web site and will introduce this to the CDD.

OWNER PARTICIPATION -

SCHEDULE NEXT MEETING / ADJOURNMENT – The next Board meeting will be on May 24, 2018 at 6:30 pm. There being no further business to discuss, Bill Beall **motioned**, seconded by Ken Filow, to adjourn the meeting. **The motion passed unanimously** and was closed at 7:50 PM by President Dan Powers.

Respectfully submitted,

Judie Littell, LCAM
Progressive Community Management, Inc.
Managing Agent for the GVLA Association