

**GOLF VILLAS LANDSCAPE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**THURSDAY, JUNE 28, 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 Buckley, Mary Courneya, Ken Filow, Donna McGregor, and Gene Rado. A quorum was established. Judie Littell, LCAM, represented Progressive Community Management, Inc. (PCM). Members present were Hanan Bastawrose, Kevin Bastawrose, Victor Bastawrose, Carolyn Beall, Dorothy Bryson, Jill Filow, Paul McGregor, Linda Rado, and Andy Russell. Dan Powers welcomed everyone to the meeting. He said this is a meeting for the Board and members will have an opportunity to speak under Audience Comments.

**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 AGENDA** – Mary Courneya **motioned**, seconded by Mary Buckley, to approve the agenda as written. Discussion: Gene Rado commented that he would like resolutions on things at the meetings without carrying to the next month's meetings. When the vote was called, **the motion passed unanimously**.

**APPROVAL OF MINUTES FROM LAST BOARD MEETING** – Mary Courneya **motioned**, seconded by Gene Rado, to approve the Board of Directors Minutes of the May 24, 2018 board meeting as written. **The motion passed unanimously**.

**AUDIENCE COMMENTS** – Dorothy Bryson asked why the April minutes were not on the web site. The response was that it should not be posted until approved at the next meeting. Donna McGregor will post it on the web site.

**OFFICER'S REPORTS**

- **President** – Dan Powers - Interspersed below
- **Treasurer** – Bill Beall - See below
- **Vice President** – Ken Filow – No report
- **Secretary** – Donna McGregor asked the board to let her know if they see property for sale so that she can contact the realtors to see information on the web site.

**COMMITTEE REPORT**

- **Web Site** – Paul McGregor is working with Ken Filow on updating the web site. Donna McGregor and Mary Buckley met with Kristen Raniere at PCM and added a section for members to fill out on Exception Reports. (see below)

**APPROVAL OF THE TREASURER'S REPORT** – Bill Beall presented the Treasurer's report for May 2018

**Assets for the month of April                      \$            42,520**

| Assets                     |           | Liabilities         |           | Equity        |           |
|----------------------------|-----------|---------------------|-----------|---------------|-----------|
| Checking – Sable Palm Bank | \$ 35,154 | Accounts Payable    | \$ -      | Previous Year | \$ 51,535 |
| Assessments Due            | 7,224     | Prepaid Assessments | 17,254    | Current Year  | (24,184)  |
| Bad Debt Allowance         | (60)      | Contra              | 130       |               |           |
| Prepaid Insurance          | 292       |                     |           |               |           |
| Prepaid Expenses           | 2,125     |                     |           |               |           |
|                            | \$ 44,735 |                     | \$ 17,384 |               | \$ 27,426 |

**Total Expenses for Month of May 2018                      \$            24,426**

Bill explained that a Contra category is used when there is an amount of money debited from another month, i.e., February, and the money is credited back in June. There is no place to put it into the records. There was a double payment to Florida Lawn Pros in February which was put back. The payment to Florida Lawn Pros was \$20,329. The \$329 was for the map so that his crew could work better. It was suggested that we roll back the 3% increase for the year and Ken Filow was going to do that with a check of \$452.88. Bill Beall will check with PCM on this.

Sable Palm Bank changed their lock box address and notified PCM that some people who paid their monthly assessment via “Bill Pay” were using the old lockbox address. Letters with the correct address were written to the people who were on the delinquent list with a copy of their statement so that they could become current. There were many people who also may not have understood the payment process about late payments and when interest charges and fees are added to their account. The letter included those as well. There were three people with the largest arrears, one of whom paid \$1000 since January and is trying to get caught up. There was another person who is attempting to pay back. We did not lien them. Going forward, Judie will bring the current arrears to the board meetings.

Mary Courneya **motioned**, seconded by Mary Buckley, to approve the May2018 financials as presented. **The motion passed unanimously.**

## **OLD BUSINESS**

- a) Transfer of CDs from Rizzetta to PCM – Bill Beall was checking on the CD's and Money Markets over the last two months. There were three operating accounts closed by a board member, without board approval in January 2017 and February 2017 which were deposited into the current operating account. They were:

|  |               |
|--|---------------|
| Sabal Palm's Money Market account (closed) | \$31,062      |
| CD from Rizzetta (closed)                  | 30,424        |
| Bb&T operating account (closed)            | <u>50,990</u> |

Total:                      \$112,476

- b) Protocol for Transitioning from One Owner to the New Owner without Losing a Month's Service Dollar Amount – Ken Filow **motioned**, seconded by Bill Beall, to send the Seller letter to the owner to give to the buyers for **when** they purchase and to be used by the realtors. Discussion: There is a lag time from the sale to the association's account. Bill Beall wrote two letters: “Seller

letter” for the sellers to give to the buyers, and the other is a “Welcome letter” (see below). For the buyers, the Seller letter outlines the services included in their maintenance-provided villa in GVLA. It would also be used by the realtors to include with other property handouts, especially during an Open House. Since this is only for new buyers, ten copies might be needed. When the vote was called, it was 6:1. (Dan Powers, Ken Filow, Bill Beall, Gene Rado, Mary Courneya and Mary Buckley voted yes, and Donna McGregor voted no. **The motion passed.**

- c) Review of Welcome Letter, Business Cards/Magnets, Map (Viewed at the May Board Meeting) – Dan Powers **motioned**, seconded by Bill Beall, to approve the Welcome letter and laminated card to be inserted into the Welcome letter. Discussion: This letter is meant to give to the new owners once the closing takes place. It is chocked full of useful and important information. When the vote was called, it was 6:1. (Dan Powers, Ken Filow, Bill Beall, Gene Rado, Mary Courneya and Mary Buckley voted yes, and Donna McGregor voted no. **The motion passed.**

Mary Buckley **motioned**, seconded by Gene Rado, to appropriate funds not to exceed \$100 to print the laminated cards and the Welcome letter. Discussion: Cost - \$75: 1,000 printed for \$50 with a \$25 one time set up fee. **The motion passed unanimously.**

The magnet for the refrigerator was tabled until the next board meeting. The maps were discussed. It and the magnet would be hand-delivered to every home in GVLA. One was a color map of the layout in GVLA with no addresses at a cost of \$20. The other map (presented at the last Board meeting showed Tara Preserve with the street addresses of homes in GVLA among them, at a cost of \$500. A straw poll of the Board members was taken asking which they preferred. The majority said they did not care if they had a map or not.

Mary Buckley **motioned**, seconded by Ken Filo, to approve the color map of the layout in GVLA at a cost of \$20. **The motion passed unanimously.**

- d) 7604 Teal Trace - Oak Tree Removal – This was completed. Another tree or bush needs to be replaced in a different location because of the roots. Joe Bratcher should be notified.
- e) New Exceptions Report created by FLP/ Letter/ Follow-up – This is now on the website. It is a form that the homeowner who was on the exception report needs to fill out stating that he/she is now in compliance.
- f) Outside Audit - Mary Buckley **motioned**, seconded by Dan Powers, to do the audit in 2019. Discussion: 3 Recommendations from PCM were provided: They were: 1. Flanagan & Jason CPAs; 2. Thomas Menchinger CPA; and 3. Peacock & French CPAs. The last audit was in 2016. **The motion passed unanimously.**
- g) Legal Opinion on Emailing Between Board Members – due to the new Florida Statute (Section 720.303(4) laws effective July 1, 2018), emails between directors are now part of the official records and a member may have a right to inspect them. Such an inspection would be after the fact though following a request in accordance with that statute. It is highly recommended not to email to a quorum of directors in any email.
- h) Legal Opinion Regarding Withholding Services on Accounts in Arrears – According to the Association’s attorney, Brett Sarason from Wells/Olah Law Practice, the Association cannot withhold services if they are a member and stop paying. If we provide service, the Association can put a lien on their house.

Bill Beall **motioned**, seconded by Mary Buckley, that no Board member on his own can ask for advice from any lawyer on behalf of the Association without permission from the Board. **The motion passed unanimously.**

## NEW BUSINESS

- a) Board Minutes Added to Website before Approved – As mentioned in Audience Comments above, the answer is no since revisions might be made at the board meeting when it will be approved.
- b) Production of the GVLA Preserve Map – This is completed.
- c) Public Distribution of the Governing Documents – A discussion ensued whether to give GVLA's governing documents to realtors. The consensus of the Board was no. They can go onto the Manatee County Clerk of the Court and download the documents free of charge.
- d) Changes in Legislative Law Regarding "Property Owners Association" – The definition of "Property Owners Association" is from FL Statute 720.301 and means a homeowners' association, a corporation or other entity responsible for the operation of property in which the voting membership is made up of the owners of the property or their agents, or a combination thereof, and in which membership is a mandatory condition of property ownership, or an association of parcel owners which is authorized to enforce a community covenant or restriction that is imposed on the parcels. "Parcel" means any real property that is subject to any covenant or restriction of a property owners' association.
- e) Oak Tree Discussion Re: 7617 Teal Trace and the \$10,000.00 Budget Line Item Appropriation – This was approved at a previous board meeting about 5 months ago. An oak tree which was leaning to one side behind the house, was taken out by Joe Bratcher. The Board is suspending the oak tree removal project and any expenditures under the \$10,000 budget line item.
- f) The Mail Box Dilemma – Tara Master Association ARC must give permission to put stones and bricks around the post to keep it steady.

## BOARD MEMBER COMMENTS

- a) Bill Beall – Apologized to the new owners for such a long meeting.
- b) Mary Courneya – No report
- c) Donna McGregor – Mentioned above
- d) Ken Filow – Mentioned above
- e) Gene Rado – No report
- f) Mary Buckley – No report

**SCHEDULE NEXT MEETING / ADJOURNMENT** – The next Board meeting will be on July 26, 2018 at 6:30 pm. There being no further business to discuss, Dan Powers **motioned**, seconded by Ken Filow, to adjourn the meeting. **The motion passed unanimously** and was closed at 8:46 PM by President Dan Powers.

Respectfully submitted,

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