

PANTHER TRACE TOWNHOMES

HOMEOWNERS ASSOCIATION, INC.

Budget & Board of Directors Meeting December 13, 2018 Meeting Minutes

1. Certifying of Quorum-Call to Order

The meeting was called to order at 6:45 p.m. by Hector Morales. Ileana Lazala and Renae Feacher were also in attendance; quorum established. Timely meeting notice confirmed. Jeana Wynja represented McNeil Management.

2. Approval of Minutes

The previous meeting minutes dated August 30, 2018 were reviewed by board.

On Motion: Duly made by Hector, second by Renae and carried unanimously.

Resolve: Waive reading of the minutes and approve as presented.

3. Management Reports

Monthly Financials, Delinquent Accounts and Notifications: Manager reviewed the reports with the Board. Manager informed the Board that reserves were not funded for November-2018 in order to pay operating account expenses.

4. Business Operations

PTR Towing: Daniel Anci from PTR Towing gave a presentation regarding services and observations made during a recent drive thru the community. Blocking sidewalks, expired tags, uninsured vehicles, parking in handicap space without appropriate tag, blocking parked cars, vehicles parked illegally in an assigned space are some of the items that PTR can assist the community. They also offer the following services for free to communities that they service: jump-starts, locked keys in car, change tire, gas to get to a gas station (charge for the gas but not for convenience of bringing gas to owner's vehicle). No charge to the community for towing service, only to owner who is towed. Towing sign will be placed in front of the community with PTR contact information. The Board agreed that current towing policy will need to be adjusted, notice to owners regarding the meeting to change the policy, and then notice to owners regarding the official policy change.

On Motion: Duly made by Hector, second by Renae and carried unanimously.

Resolve: To engage the services of PTR Towing immediately under the existing towing policy and for the Board to adjust the current towing policy with proper notice to owners.

Elect Officers: No changes to the Board. Existing Board will continue with same positions.

Pressure Wash Buildings: The Board reviewed the proposals from vendors for pressure washing the buildings. The Board would like all of the vendors to re-propose to include sidewalks, dumpster areas (inside/out), fencing (interior only) and the buildings. Vendors should propose to bring their own water supply.

Sealcoat, restripe, wheel stops, fill cracks and stall stencils: The Board reviewed 4 proposals and decided to move forward with the proposal from Parking Lot Services.

On Motion: Duly made by Hector, second by Ileana and carried unanimously.

Resolve: To accept the proposal from Parking Lot Services.

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Janitorial Proposals: The Board reviewed the proposals and would like Reliance Building Maintenance to resubmit their proposal for 1x per week during winter/spring and 2x per week during summer/fall. Board has also decided to engage Rickie Amaro to include maintenance of doggie stations under his security agreement, which would include replenishing of the bags in the stations and removal of any waste that has been placed.

Landscaping Proposals: The Board reviewed the proposal for 300' linear feet of edging to be installed at the pool area (to keep mulch in place) for \$1,125 installed, and proposal to entry landscaping enhancements for \$20,748.

On Motion: Duly made by Hector, second by Renae and carried unanimously.

Resolve: To accept the 2 proposals from Gulfcoast Outdoors as presented.

Workers Compensation Insurance: Manager presented the Board with a proposal for workers compensation insurance. The Board had additional questions regarding purpose of the insurance; manager will reach out to the Association's insurance broker to answer the Board's questions.

Trespass Authorization Notice - clarification: Manager presented the Trespass Authorization Notice information to the Board. The Authorization gives owners the ability to call Hillsborough County Sheriff's Department (HCSO) and permission to HCSO to remove a trespasser from HOA common property without the assistance of a Board Member or Agent present. Trespass Authorization Notice has been posted at the front entry and at the pool area (green sign). Manager will send information to webmaster to post on the website.

Manager Comments: The 2019 Assessment Notice was mailed on November 29, 2018.

5. Adjournment

Owners Comments: Owners commented that acorns are not being picked up by landscaper (Healey Summit); same owner indicated that leaves are blown on her property (mostly affecting end units); she has observed no raking, blowing only. Owner at 10714 Chesham Hill Court indicated that non-Panther Trace owner behind her unit has a large oak tree that is growing over the fence line onto her property; manager will communicate with landscaper to trim this area back. Owner concern regarding residents not picking up dog waste and leaving it in other resident's yards; manager encouraged owner to notify us of resident's address who is not picking up the waste so that a notice can be sent to the owner; also encouraged owner to get Hillsborough County Code Enforcement involved.

Directors Comments: None.

On Motion: Duly made by Hector, second by Ileana and carried unanimously.

Resolve: Adjourn meeting at 8:22 p.m.


Prepared by Manager on behalf of Secretary