

# PANTHER TRACE TOWNHOMES

HOMEOWNERS ASSOCIATION, INC.

## Board of Directors Meeting February 12, 2019 Meeting Minutes

### 1. Certifying of Quorum-Call to Order

The meeting was called to order at 6:41 p.m. by Hector Morales. Bastin Joseph 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 December 13, 2018 were reviewed by board.

**On Motion:** Duly made by Hector, second by Bastin 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 financial reports with the Board and homeowner insurance report.

### 4. Business Operations

**Appointment of Board Member:** The Board appointed owner Eda Isom as a Director to the Board.

**On Motion:** Duly made by Bastin, second by Renae and carried unanimously.  
**Resolve:** To accept the appointment of Eda Isom as a Director to the Board.

**Dumpster Service:** Manager indicated that agreement with Republic Services expires on June 28, 2019 and a 60 day notice is required to terminate. Manager presented proposals from Republic Services, Waste Management and Waste Connections to the Board.

**On Motion:** Duly made by Hector, second by Bastin and carried unanimously.  
**Resolve:** To accept the proposal from Waste Connections.

**Pressure Wash Proposals:** Manager presented the Board with 3 proposals from PDK Cleaning, Gladiator Pressure Washing and TEK Enterprises. The Board decided to include the cleaning of the exterior of the fence as well as the interior to the scope of work.

**On Motion:** Duly made by Bastin, second by Renae and carried unanimously.  
**Resolve:** To accept the proposal from TEK Enterprises.

**Workers Compensation Insurance:** Manager presented proposal to engage in workers compensation insurance. Manager explained that McNeil obtains insurance annually from the Association's vendors, but that there could be times when a vendor allows their workers compensation to lapse without the Association being notified of such an event. This is one purpose of engaging in workers compensation insurance for the Association. Another reason is to protect board volunteers should they get hurt while performing work approved by the board. Manager informed that General Liability does not cover medical bills, it only covers for the liability of the incident.

**On Motion:** Duly made by Bastin, second by Renae and carried unanimously.  
**Resolve:** To accept the workers compensation insurance proposal as presented.

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**PTR Towing:** The board reviewed the PTR Towing Agreement, made adjustments to it and signed.

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

**Resolve:** To accept the PTR Towing Agreement with adjustments made by the board.

**Declaration – HOA vs Owner Responsibilities:** The Board discussed with owners responsibility levels. Owners are responsible for fixing shutters that may be falling off their unit. Other items mentioned that owners are responsible for, including but not limited to are gutter replacement, roof repairs, pressure wash inside of lanai, repair of water/sewer lines inside of each unit, repair/replacement of glass surfaces and exterior doors, repair/maintenance of caulking around exterior doors/windows/vents, repair of all cracks in stucco (cementitious texture surfaces), repair all cracks or peeling of exterior paint. Owners were pointed to their Declaration for the complete list.

## Manager Comments:

**HOA - Additional Maintenance:** Manager indicated that with the new fencing, the front pond is now included as maintenance for the HOA (was previously maintained by the CDD), which means more costs for landscaping and pond maintenance. Both vendors to evaluate and inform on price increases.

**Affidavit of Mailing:** Manager presented as proof that Sealcoating Project Letter was mailed to all owners and residents on January 21, 2019. Project will officially begin on February 19, 2019.

**Water Main Leak:** Occurred on January 30, 2019 in front of Building 19. Cost to repair was \$645.93.

**Bad Water Meter:** Hillsborough County Water informed that the Association had a bad water meter which was broken for several months. This month's water bill reflects the increase for water not billed.

**Larger Trash Can at Mail Kiosk:** New trash can has been placed at the mailbox kiosk; owners should let manager know if contents of can needs to be disposed of between Friday janitorial visits.

**Pet Waste:** Manager indicated that owner complaints have been received that pet owners are still not picking up the waste after their pets. Manager will present proposal from newsletter/article writer for preparation of a newsletter with articles pertaining to such matters.

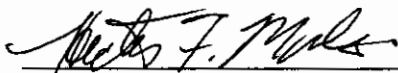
## 5. Adjournment

**Owners Comments:** Owners commented that pedestrian gates are not locking. Board has determined that they want the gates to be locked except for Monday-Friday 7am-9:30am and 1:30pm-5:30pm. Manager to inform gates team.

**Directors Comments:** Renae indicated area that had water leak needs sod; manager to reach out to landscapers. Hector indicated that a tree needs to be trimmed near 12311 Foxmoor Peak; manager to coordinate with landscaper.

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

**Resolve:** Adjourn meeting at 8:10 p.m.



Prepared by Manager on behalf of Secretary