

# PANTHER TRACE TOWNHOMES

HOMEOWNERS ASSOCIATION, INC.

## Budget & Board of Directors Meeting

August 8, 2019

### Meeting Minutes

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

The meeting was called to order at 6:31 p.m. by Hector Morales. Bastin Joseph, Ileana Lazala and Eda Isom were also in attendance; quorum established. Timely meeting notice was confirmed. Jeana Wynja represented McNeil Management.

#### 2. Approval of Minutes

The previous meeting minutes dated May 9, 2019 were reviewed by board.

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

**Resolve:** To waive the reading of the minutes and approve as presented.

#### 3. Management Reports and Owners Comments

**Monthly Financials, Delinquent Accounts and Notifications:** Manager reviewed the financial reports with the Board and homeowner insurance report. Board approved sending a final letter to Unit ID 3268.

#### 4. Business Operations

**2020 Budget:** The Board reviewed 2 proposed options, to stay flat at \$210 or increase to \$240. Manager stated that if the Association stays flat at \$210, operating expenses may need to be funded by the reserves account if operating account is not properly funded. Manager also indicated that the increase was based upon a calculation using the reserve study as a guide. Bastin indicated that the reserve study over-estimates costs and believes that the Association can fund less reserves in 2020.

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

**Resolve:** To accept the proposed 2020 Budget of \$210 per month (no increase).

The Board would like the manager to shop around for proposals for insurance, pest control and landscaping.

**Pedestrian Gates:** Manager presented concern to the Board from an owner. An owner is concerned that the pedestrian gates are too heavy for children to open, and that children have been waiting for the vehicle gates to open to enter and exit the community. Owner is concerned that a child will get injured. American Access was engaged. Automatic door openers are only available for indoor use only, as they are designated to be mounted on the top frame of a doorway. To place a lesser quality gate (easier to open), would mean that the gate would get damaged more frequently. Hector would like manager to reach out to American Access to ask about the type of voltage that is on the current magnet.

**Insurance Requirement:** Manager presented the Board with the attorney opinion letter regarding the pros and cons of collecting a certificate of insurance from homeowners. The Board did not reach a decision regarding how to manage the process of non-compliance of insurance certificates.

**Security Services:** Manager presented a proposal from CBM Security to monitor the pool area at night time, to deter trespassers. The Board decided that summer is concluding and additional security at the pool is not needed at this time. The Board also reviewed two amendments to the current agreements from Enrique Amaro for security monitoring and cleanup around the dumpsters.

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

**Resolve:** To approve the two amendments as presented.

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**Tree thinning and trimming away from homes:** The manager indicated that the proposal signed by the Board at the last board meeting was only to lift the tree canopies to 10 feet, not to thin and trim away from the homes. Manager presented a proposal from another vendor, who recommends lifting the tree canopy to 14 feet (standard), thinning the branches and trimming 5 feet away from the homes for 121 trees throughout the community. Board has decided that they would like to receive additional proposals for the work to be done. Ileana suggested reaching out to Beavers Tree Service. Bastin said that he would provide the name of a provider as well.

**Hot Tubs:** An owner inquired about installing a hot tub on her lanai. Per the Association's attorney, hot tubs are only allowed to persons with a disability as per the Fair Housing Act. Otherwise, hot tubs are prohibited in the Association's documents.

**Manager Comments:** Manager presented 4 affidavits of mailings: Health Department letter mailed May 30, 2019; Tree trimming/dumpster transition mailed May 31, 2019; Dumpster service change and reserved parking spaces mailed on June 19, 2019; and 2020 Budget Meeting Notice mailed on July 23, 2019.

Manager indicated that the following maintenance items have been performed: Handyman replaced the front spotlight on the pool fascia; straightened top grill of HVAC condenser unit that was damaged; new timer installed on light switch in ladies restroom; fixed shower handle at pool. Reliance Building Maintenance pressure washed the pool deck. TEK Enterprises pressure washed the monument sign area and surrounding curbs.

Gate remote supplies were replenished.

Service call was made to American Access. Pool gate was intermittently working. Technician could not get the system to fail. He found that the terminal strip inside the card reader housing was starting to rust, so technician removed/replaced all wire and made new direction connections.

Manager met on site with Gulfcoast Outdoors. They are planning to replace sod in areas of the community. They are going to install a tree that was missing from a front yard. They will place caps on electrical and irrigation boxes in the ground. Gulfcoast cannot prevent running mowers over sidewalks and walkways. During the summer months, dirt sticks more to the tires, however they do run the blower after they mow. Manager will ask Gulfcoast to make turns off the sidewalks to try and prevent tire marks.

Dumpster transition from Republic Services to Waste Connections has taken place.

**Owners Comments:** Cable wires are hanging out of the box of side of owner's home; the Board instructed owner to contact Frontier or Spectrum for assistance.

## 5. Adjournment

**Directors Comments:** None.

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

**Resolve:** Adjourn meeting at 7:42 p.m.



Prepared by Manager on behalf of Secretary