

# PANTHER TRACE TOWNHOMES

HOMEOWNERS ASSOCIATION, INC.

**Board of Directors Meeting  
Pool Cabana  
12336 Foxmoor Peak Drive, Riverview, FL  
May 7, 2020  
Meeting Minutes**

## 1. Certifying of Quorum-Call to Order

The meeting was called to order at 6:40 p.m. by Hector Morales. Renae Feacher 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 December 12, 2019 were reviewed by board.

**On Motion:** Duly made by Hector, 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. The Board would like assessment late notices to be sent to owners but to hold off on sending to the attorney at this time. The Board would like a final notice to be sent to owners who have not provided the Association with a certificate of insurance for Unit ID #'s 3159, 3161, 3169, 3188, 3211, 3226, 3231, 3243, 3261, 3291, 3303, and 3311. The Board would like to send to attorney if owners do not respond after receiving the Final notice.

## 4. Business Operations

**Owners Comments:** Question about why Association does not pay for insurance for all units; owner was informed that the Association's Declaration does not allow for this action to occur.

**Preservation of Covenants & Restrictions:** Manager presented the annual requirement regarding Florida Statute 720.3032, consideration of Preservation of the Covenants and Restrictions. The Board is required to annually consider the filing of a notice to preserve the covenants / restrictions affecting the community from extinguishment under Marketable Record Title Act (MRTA). Manager indicated that the Association is 15 years-old so preservation is not a pressing concern at this time. The Board will need to be concerned about preservation when the community comes closer to the 30-year mark.

**Committee Members Names:** The Board of Directors has informed that there are no committees.

**Consideration of Changes to the Parking Rules/Towing Policy:** The Board reviewed and adjusted the policy. The new policy will be mailed to all owners and current residents.

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

**Resolve:** To approve the changes as presented.

**Towing Company:** Top Kick Towing contract was presented to the Board. Top Kick manages towing service within Panther Trace I & II CDD. Manager will Top Kick the approved contract and the new policy.

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

**Resolve:** To approve the contract from Top Kick Towing.

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**Unified Building Maintenance Contract:** Owners of Reliance Building Maintenance split their territories and Unified Building Maintenance now handles Hillsborough County. Contract for services remains the same.

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

**Resolve:** To approve the contract from Unified Building Maintenance.

**Light Poles – Base Damage:** Manager to obtain photo of damage and access next step to mitigate further damage.


**Manager Comments:** Postcard was mailed to owners on February 3, 2020 regarding meeting to review the parking rules and towing policy, gate opening for yard sale, and reminder that owners are responsible for fixing/replacing mailbox locks. Notice was mailed on April 8, 2020 regarding vehicle washing, trash disposal, and pressure washing.

## 5. Adjournment

**Directors Comments:** The Board of Directors decided to keep the pool closed through COVID-19 pandemic until further notice.

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

**Resolve:** Adjourn meeting at 7:38 p.m.

 8-13-2020  
Prepared by Manager on behalf of Secretary