

PANTHER TRACE TOWNHOMES

HOMEOWNERS ASSOCIATION, INC.

**Board of Directors Meeting
Pool Cabana
12336 Foxmoor Peak Drive, Riverview, FL 33579
August 13, 2020
Meeting Minutes**

1. Certifying of Quorum-Call to Order

The meeting was called to order at 6:32 p.m. by Hector Morales. Bastin Joseph, 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 May 5, 2020 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 and homeowner insurance reports with the Board.

4. Old Business Items

Pool refinishing: Owners commented that tiles have fallen off top-inside of the pool and discoloration occurring at bottom of pool. Board determined to table pool refinishing until pool begins to leak.

Light poles – base damage: Work order submitted to TECO on May 28, 2020; TECO informed on July 15, 2020 that w/o was completed/closed; verified that poles still damaged at bottom via on-site inspection; manager will contact TECO again to re-open w/o.

5. New Business Items

2021 Budget: Manager indicated that postcard notice was mailed to all owners on July 24, 2020 regarding the 2021 Budget Meeting. The Board reviewed three scenarios for 2021 Budget: Leave flat at \$210, increase to \$215 or \$225. The Board decided to leave flat at \$210 since many owners have been affected financially by the pandemic.

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

Resolve: To approve the 2021 Budget leaving monthly amount at \$210 (no increase).

HOA Insurance Policy Renewal: Manager indicated that current policy ends October 7, 2021. Eda would list of carriers from each of the three brokers: Risk Strategies, Community Insurance Group and RTI Insurance. Eda will also provide manager with one more broker. Once broker carriers are determined, then manager will engage Eda regarding next step i.e. which brokers to engage carriers so that an "agent of record" can be signed.

Estoppel payment options: The Board of Directors has decided to eliminate web-based platform estoppels.com due to the vendor charging a \$20 credit card convenience fee for use of their service, and to return to the former method which only allows for the following estoppel payment methods only: cash, cashier's check, money order or title company check.

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

Resolve: To remove estoppels.com web-based platform for requesting estoppels and return to former method which only allows for estoppel payment by cash, cashier's check, money order or title company check.

Landscaping vendor – addendum to contract: Per the Board's request, the landscaper agreed to reduce the contract amount from \$6,429 per month to \$6,100 per month and presented an addendum reflecting the change beginning September 1, 2020.

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

Resolve: To approve the addendum as presented.

Sidewalk repairs: Hector presented manager with scope of work to be presented to Robert Simons, vendor who performs sidewalk mitigation. Manager to present and obtain updated proposal from vendor.

Security & Dumpster Cleaning: Rickie Amaro presented the Board with contract for neighborhood monitoring and janitorial services for \$850 per month. The Board agreed that they would like to engage with expanded scope of work comparable to Unified Building Maintenance SOW, that Rickie meet insurance requirements, and termination notice to be sent to Unified Building Maintenance.

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

Resolve: To send termination notice to Unified Building Maintenance. To engage services of Rickie Amaro via contract presented w/expanded scope of work and insurance requirements to be met.

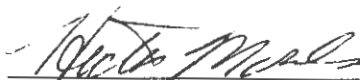
Manager Comments: Manager indicated that the Parking Rules & Regulations/Towing was mailed to all owners and current residents on May 18, 2020. The termite mitigation letter was mailed to all owners on May 12, 2020, and 27 owners have engaged the service of Priority One to apply the liquid termite treatment. The pool operating permit was renewed in June-2020. The hydrant and extinguisher testing/inspection will be completed on Monday, August 17, 2020.

6. Adjournment

Directors Comments: None.

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

Resolve: Adjourn meeting at 7:51 p.m.


Prepared by Manager on behalf of Secretary