

# PANTHER TRACE TOWNHOMES

HOMEOWNERS ASSOCIATION, INC.

**Board of Directors Meeting  
Pool Cabana  
12336 Foxmoor Peak Drive, Riverview, FL 33579  
February 11, 2021  
Meeting Minutes**

## 1. Certifying of Quorum-Call to Order

The meeting was called to order at 6:39 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 10, 2020 were reviewed by board.

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

**Owners Comments:** Owners expressed concerns about leaves in grass; board indicated that tree leaves are shedding and landscapers are doing all they can to mitigate. Owner concern regarding washing of cars; manager encouraged owner to complete an enforcement request form.

## 4. Old Business Items

**Sidewalk mitigation:** Completed.

**Landscaping improvements around mailbox kiosk area:** Completed. Owners asked about when mulch will be installed for community. Manager will inquire with landscaper.

**Storm door guidelines:** Board reviewed and revised; accepted changes as presented. Guidelines will be recorded with the clerk's office and copy will be mailed to owners thereafter.

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

**Resolve:** To accept the storm door guidelines with changes presented.

**Fencing near Chesham Hill dumpster:** Board would like to ask the owner at 12302 Healey Summit Lane if the board can install a fence/gate between the dumpster fence and the owner's home. Board would also like to install a fence behind the dumpster to area that is currently open. Owners would like manager to consult with CDD to see if they would allow egress on their property to install a fence.

**Evaluation of exterior building paint:** CertaPro to evaluate next week. The Board would like the fence around pool area and vehicle gates painted.

**Waste Connections:** Manager walked with representatives from Waste Connections. The following items will be completed soon: bin 1 – sticker will be replaced; bin 2 – ok; bin 3 – replace lid only – this bin has about 1 year left before replacing; bin 4 – bin will be replaced; and bin 5 – lid will be replaced. Rickie indicated that work has not been completed yet; manager will inquire with Waste Connections regarding

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timeline. Board agreed that dumpster pads need to be pressure washed; manager to coordinate with Waste Connections to move the bins and Rickie to pressure wash the pads.

**Neighborhood Watch:** Meeting to be held on February 18<sup>th</sup> at 6:30pm, pool cabana, with Hillsborough County Community Resource Officer. All owners are welcome and encouraged to attend.

**Light poles:** All are in good condition; only one needs fill dirt at base; assigned to landscaper.

## 5. New Business Items

**Repair of parking space at 12216 Foxmoor Peak Drive:** Board received proposal from Parking Lot Services to repair separation occurring in the parking space due to oil leak from a vehicle. Board would like to engage Association's attorney about how to handle situation with owner.

**Mailboxes:** Board agreed that mailboxes need to be replaced; many are broken and beyond repair. Board was informed that boxes are not to USPS standard. Manager reached out to Creative Mailbox for quote.

**Review reserve study and use of funds:** Manager encouraged the Board to review the reserve study. Manager informed the Board regarding use of reserve funds: Per Florida Statutes, reserve funds and any interest accruing thereon shall remain in the reserve account or accounts and shall be used only for authorized reserve expenditures unless their use for other purposes is approved in advance by a majority vote at a membership meeting at which a quorum is present.

**Preservation of covenants and restrictions:** Per Florida Statutes, 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) at the 30-year mark. Manager indicated that the Association is 16 years old so preservation is not a pressing concern at this time. The Board will need to have a meaningful conversation with the Association's attorney regarding preservation of the documents when the community comes closer to the 30-year mark.

**Manager Comments:** A postcard regarding sidewalk repair was mailed to all residents on Jan. 7, 2021.

## 6. Adjournment

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

**Resolve:** Adjourn meeting at 7:30 p.m.



Prepared by Manager on behalf of Secretary