

# PANTHER TRACE TOWNHOMES

HOMEOWNERS ASSOCIATION, INC.

**Budget & Board of Directors Meeting  
Panther Trace II Recreation Center  
11518 Newgate Crest Drive, Riverview, FL 33579  
August 12, 2021  
Meeting Minutes**

## 1. Certifying of Quorum-Call to Order

The meeting was called to order at 6:30 p.m. by Hector Morales. Eda Isom was 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 6, 2021 were reviewed by board.

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

**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. Manager indicated that delinquency notices will now be known as the Notice of Late Assessment (NOLA) per a Florida Statute change effective on July 1, 2021. If owner has a non-local address, then NOLA will be mailed to both the local and non-local address. Also, manager indicated to the Board that there has been a change with access to viewing monthly reports from management.

### Manager's Comments:

Pressure washing - completed.

The following mailing were sent to owners: Water usage & upcoming projected on May 10, 2021; Tree trimming date change on May 12, 2021; Termites letter on May 14, 2021; and the Pet restrictions/tenant lease application/pool reminder letter on June 4, 2021.

Four new gate loops - installed.

New pool gate sign - installed.

New preventative maintenance agreement with American Access Controls was entered for July 1, 2021 through June 30, 2022.

New pool permit issued by Hillsborough County Health Department, good through June 30, 2022.

Unit ID # 3230 checked plumbing to ensure that it was not affecting the neighbor; it was not.

Unit ID # 3241 requested that all house numbers get changed because the "1" and "7" are too simple; the Board said that if owners wish to change, they can submit an alteration application but the Association is not taking on the expense at this time.

Unit ID# 3186 stated low water pressure. Manager reminded owners that Hillsborough County is building a booster pump meant to increase water pressure for southern Hillsborough County, and work should be completed by December-2022.

New pump housing has been installed on the pool pump due to old pump failure.

Underground drains – some owners have commented that the gutter extension connected to the underground drain in the back of their homes has been backing up. If owners experience such an occurrence, they should contact management.

The Waste Connections June-2021 invoice reflected a credit issued for missed pick-up(s).

## 4. Old Business Items

**Upgrade to security cameras:** Hector requests that vendor send specifications about upgrade proposed at this time; manager to inquire.

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**Gate hinges – about 1 year left from 2/2021:** Manager added just to keep this concern on the record. New gate hinges on hold at this time.

**Landscape updates:** Gulfcoast Outdoors informed that they will install the grass along sides of homes in August. The work has not occurred yet; manager will inquire with the vendor.

**Building painting:** Event on reserve study for 2021. Per board, tabled.

**Pool resurfacing:** Tabled since 2019.

**Re-strapping of pool furniture:** Numerous pieces of pool furniture have been re-strapped.

**Pressure washing:** Completed.

**Sidewalk grinding:** Completed.

**Tree trimming:** Completed.

**Package box locks:** Lock assemblies installed on mailbox package boxes.

## 5. New Business Items

**Janitorial services contract renewal:** Presented by Rickie Amaro. New contract term will range September 1 through August 31. The board decided to engage the 2-year contract at a rate of \$775 per month instead of the 1 year contract at a rate of \$850 per month.

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

**Resolve:** Approve 2-year contract with Rickie Amaro for \$775 per month beginning September 1, 2021 through August 31, 2023.

**CBM Security:** The Board would like to continue the security service on the weekends; manager to inquire with CBM about staffing.

**2022 Budget:** A postcard was mailed on July 23, 2021 informing owner about the 2022 budget meeting. After much discussion from the board and owners, the board decided to keep the assessment fee flat at \$210 per month with no increase, however the board indicated that for the 2023 budget that they anticipate raising the Assessment to \$220.

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

**Resolve:** To approve the 2022 Budget with no increase to monthly assessments and will remain flat at \$210 per month.

**Estoppels.com:** The board indicated that they would like to utilize estoppels.com again. Sellers will now have the option to pay by credit card. They can continue to pay by check as well.

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

**Resolve:** To approve the use of Estoppels.com again.

**Parking stops:** One parking stop was fixed; more in the community appear to be loose. The board will provide addresses.

**Sewer line cleanout:** Unit ID# 3310 had roots in line; manager checked with Association's attorney and this is an HOA event. If owners are experiencing a similar issue, they should contact management.

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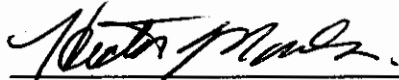
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**Owner Comments:** Parking space numbering wrong on a reserved spot; owner was encouraged to email management with information. Owners commented regarding weeds everywhere; manager explained that springtime was extremely dry and rainy season hit hard, when vendor applies liquid weed killer, it becomes diluted and not as effected, and all landscapers are encountering the same dilemma.

## 6. Adjournment

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

**Resolve:** Adjourn meeting at 7:45 p.m.



Prepared by Manager on behalf of Secretary