

PANTHER TRACE TOWNHOMES

HOMEOWNERS ASSOCIATION, INC.

**Board of Directors Meeting
Panther Trace Townhomes Pool Cabana
12336 Foxmoor Peak Drive, Riverview, FL 33579
December 9, 2021
Meeting Minutes**

1. Certifying of Quorum-Call to Order

The meeting was called to order at 6:35 p.m. by Hector Morales. Renae Feacher and Eda Isom were present therefore a quorum was established. Timely meeting notice was confirmed. Jeana Wynja represented McNeil Management.

2. Approval of Minutes

The previous meeting minutes dated August 12, 2021 were reviewed by board.

On Motion: Duly made by Renae, 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. The Board will review the insurance report and let the manager know which lots should be forwarded to the attorney. The Board also reviewed the Association's Unified Collection Policy and would like to ensure that the process is followed accordingly going forward.

Neighborhood Watch: No updates.

Manager's Comments: 2022 Assessment Notice/Budget was mailed to all owners on November 30, 2021. Holiday decorations postcard was mailed to owners on November 12, 2021 and to tenants on November 23, 2021. The pool motor failed. A new motor was installed in October. The Association received a high-water consumption invoice from the County for \$24,000 (bill is usually around \$9,000). After much due diligence, it was determined that the mistake was made by the County. They have adjusted the account accordingly.

4. Old Business Items

Dumpster change: The current provider, Waste Connections, will not be a contracted vendor within Hillsborough County beginning February 1, 2022. Manager secured 3 proposals from contracted vendors. Manager indicated that Waste Management purchased the dumpsters from Waste Connections, so a delivery fee would not be incurred if engaged for service. The Board decided to engage Waste Management for \$4,200.00 per month (including disposal fee previously taken out of property taxes).

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

Resolve: To accept the proposal from Waste Management as presented.

Security cameras: Hector met with HD2020 to propose new cameras to replace existing cameras and then provided a proposal for \$12,855.41. Payment will come out of the operating account.

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

Resolve: To accept the proposal from HD2020 as presented.

Mailbox replacement: The Board reviewed the proposal from Creative Mailbox for new mailboxes for \$31,940.01. Payment will come out of the reserves account.

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

Resolve: To accept the proposal from Creative Mailbox as presented.

Pool cabana addition: Hector met with Fernandezign to put a small addition (with electrical and venting) onto the pool cabana to house electrical equipment (instead of in the pool pump room where corrosion is occurring). Proposal cost is \$5,200.

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

Resolve: To accept the proposal from Fernandezign as presented.

Gate hinges: American Access Controls will check the gate hinges during next PM service. Owners stated that they are having to get closer to the gate before the remote will open the gate. Manager will email American Access Controls to troubleshoot.

Building painting: tabled.

Pool resurfacing: The board agreed to secure an updated proposal for pool resurfacing and to move forward with the project this winter during cooler months.

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

Resolve: To obtain an updated proposal and to move forward with the pool resurfacing project.

5. New Business Items

Reserve study update: The Board will discuss at the May-2022 board meeting.

Sewer Line Cleanouts: A couple of owners experienced sewer line cleanout issues due to tree root issues. Owners contacted a plumber and then submitted the paid invoice to the Association for reimbursement.

Janitorial: The Board agreed to issue a monetary gift to janitorial staff for the holidays.

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

Resolve: To issue a monetary gift to janitorial staff for \$500.

Leaf blower: The board approved purchase of a leaf blower for janitorial staff to utilize on pool deck.

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

Resolve: To approve purchase of a leaf blower.

Owner Comments: General concerns about landscaping; manager to arrange a meeting with Byron w/Gulfcoast Outdoors, Hector and Debra to meet on December 17th. Owner would like to see pool hours posted on actual gate, from Dawn to Dusk. Manager to obtain a sign. Also, the new pool rules sign will need to be updated to reflect Dawn to Dusk instead of 7am-9pm. Owners indicated that Bob Cats have been observed in the neighborhood. Owner indicated (via email) cloudy water coming from spigot; no other owners in the building had the same issue; owner called their plumber to resolve.

6. Adjournment

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

Resolve: Adjourn meeting at 7:34 p.m.

APPROVED BY THE BOARD OF DIRECTORS 2/10/22

Prepared by Manager on behalf of Secretary