

# PANTHER TRACE TOWNHOMES

HOMEOWNERS ASSOCIATION, INC.

**Board of Directors Meeting  
Panther Trace II CDD Clubhouse  
11518 Newgate Crest Drive • Riverview, Florida  
December 8, 2022  
Meeting Minutes**

## 1. Certifying of Quorum-Call to Order

The meeting was called to order at 6:37 p.m. by Hector Morales. Renae Feacher was present therefore a quorum was established. Timely meeting notice was confirmed. Jeana Wynja represented McNeil Management.

**Director Appointment:** Homeowner Vivian Laster has volunteered to join the Board.

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

**Resolve:** To appoint Vivian Laster to the Board.

**Officer Positions:** Officer positions were discussed and decided as follows: Hector Morales, President; Renae Feacher, Vice President; Eda Isom, Treasurer; and Vivian Laster, Secretary.

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

**Resolve:** To accept the officer positions as presented.

## 2. Approval of Minutes

The previous meeting minutes dated November 2, 2022 were reviewed by the board.

**On Motion:** Duly made by Hector, second by Renae 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:** Reports were reviewed. Manager reviewed the Uniform Collection Policy with the Board. The 2023 Assessment Notice w/approved Budget was mailed to all owners on November 30, 2022.

**Neighborhood Watch:** No updates.

## 4. Old Business Items

**Building Painting:** Numerous vendors were engaged for a proposal. The Board decided to move forward with the proposal from Certa Pro Painters for \$149,400. The Board discussed project start date for first quarter of 2023. A notice will be mailed to all residents in 2023 regarding coordination.

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

**Resolve:** To accept the proposal from Certa Pro Painters as presented.

**Message Board:** On order. Will be installed soon near the mailbox kiosks.

**Parking space assignment:** Attorney opinion provided to the Board, stating that any changes to guest parking spaces involves a vote of the membership to amend the Declaration.

**Waste Management:** Dumpster 5 is now being serviced 6 days per week instead of 5.

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## 5. New Business Items

**Pressure wash gutters:** Owners in 10714-28 Chesham Hill have indicated that gutters are full and need cleaning. TEK Enterprises will clean all gutters on the building.

**Solar Panel Architectural Guidelines:** The Board created guidelines, reviewed and made some adjustments. The guidelines will be mailed out to all owners.

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

**Resolve:** To accept the guidelines as adjusted/presented.

**Gate Operator Replacement:** The Board was presented with proposal from American Access Controls to replace gate operators for \$15,976.11.

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

**Resolve:** To accept the proposal from American Access Controls to replace gate operators as presented.

The Board discussed possibly painting gates after work has been performed above.

## 6. Adjournment

**Owner Comments:** Noise buffer; Hector to look into plantings. Coupon book question. Gate access when visitors arrive (how to let them through the gate). Pedestrian gate concern – never works (gate near pond). Concerns regarding landscaping – ragweed, weed control; Hector is awaiting proposal from Gulf Coast Outdoors for bush removal around all air handlers; sprinklers were addressed and fixes to come.

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

**Resolve:** To adjourn the meeting at 7:38 p.m.

APPROVED BY THE BOARD OF DIRECTORS 2/9/2023

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Prepared by Manager on behalf of Secretary