

# PANTHER TRACE TOWNHOMES

HOMEOWNERS ASSOCIATION, INC.

**Board of Directors Meeting**  
**12515 Bramfield Drive, Riverview, FL 33579**  
**May 11, 2023**  
**Meeting Minutes**

## 1. Certifying of Quorum-Call to Order

The meeting was called to order at 6:32 p.m. by Vivian Laster. Debra Havanec was 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 February 9, 2023 were reviewed by board.

**On Motion:** Duly made by Vivian, second by Debra and carried forward.

**Resolve:** To waive the reading of the minutes and approve as presented.

**Resignation:** Hector Morales submitted his resignation to the Board on March 21, 2023.

## 3. Management Reports and Owners Comments

**Monthly Financials, Delinquent Accounts and Notifications:** Reports were reviewed.

**Manager's Comments:** Gutters were cleaned on building 12240-12254 Foxmoor Peak Drive. Community updates and reminders notice was mailed to all residents on February 28, 2023. Frontier service upgraded.

### Other Reports:

**Gate:** Gate remotes supply has been replenished. Quarterly preventative maintenance has been performed by American Access Controls.

**Landscaping:** Termite traps were disturbed by landscapers. Dave with Priority Pest will replace. Patrick/Gulf Coast Outdoors will have mulch installed before the end of May. Rickie informed that the sod in front of his yard is struggling/sparse. Irrigation check needed near dumpsters.

## 4. Old Business Items

**Building Painting:** Completed.

## 5. New Business Items

**Landscaping Scope of Work:** Board to provide scope of work to be distributed to prospective vendors. Manager to contact a landscaping oversight provider for pricing.

**Janitorial service:** No concerns.

**Electronic equipment closet:** Manager to research with an IT company to move equipment to the closet.

**Tree thinning:** Awaiting proposals from 2 vendors.

**Recycling bins:** Owner inquired about why HOA does not have recycle bins. Board indicated: There is nowhere to place a separate recycle bin. Chances are that residents would place garbage rather than

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recycling in the designated bin and the vendor would then need to sort, resulting in extra costs to the Association. It is not cost effective. The Board suggested that residents can bring their recycling to the Hillsborough County Recycling Center on their own.

**Water leak:** Water leak at 12218 Foxmoor Peak was fixed. Sending invoice to owner.

**2023 Insurance Forecast:** Chris Cibula stated that numerous carriers have left the State of Florida. He is anticipating that the Association's insurance will increase 25%-35% unless there is a hurricane this season.

**Off-Duty Deputy:** Rickie suggested hiring an off-duty deputy to patrol. The Board agreed. Manager will submit the paperwork to post the position with HCSO.

**Owner Comments:** Excessive volume of vehicles generated at nighttime by certain residents. Loud music on weekends. Owners concern that the side of their exterior door was not painted. Residents observed feeding wildlife.

## 6. Adjournment

**On Motion:** Duly made by Vivian, second by Debra and carried forward.

**Resolve:** Adjourn meeting at 7:36 p.m.

APPROVED BY THE BOARD OF DIRECTORS 08/10/2023

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Prepared by Manager on behalf of Secretary