

Sabal Pointe Townhomes HOA (POA) Meeting Minutes

Date: 9-29-10	Agenda: BOD Orientation and Introductory Meeting	Comments/Discussion
<p>Attending: Leslie Rambert Kerri Friederich Gail Frazier Jose Otero Teresa Russo Chris Friederich Keith Krassner Avelino Vide</p>	<p>Meeting Scheduled with Prop. Manager Avelino Vide for BOD introductory discussion of responsibilities and most urgent concerns.</p> <p>Process of handling monthly Accounts Payable discussed: GTE (Teresa) manages.</p> <p>Ad Hoc Agenda for meeting suggested by Leslie: Topics and discussion included the following:</p>	<p>Prior to meeting start Property Manager and several Board members walked the property to identify any urgent concerns. Work on French drain on east side of the property viewed. Meeting commenced at the pool cabana 7pm</p> <p>Transfer of HOA (POA) control discussed. Balance sheet as of 8/31/10 discussed Signature sheets remaining from previous meeting signed.</p>
	POA Corp. Address change	Address of record for POA has been changed to Avid Property Management address.
	<p>Problems/Complaints: Discussion of ongoing problems with residents (primarily renters) who violate POA bylaws, and the previous lack of consequences. BOD in agreement that imposing fines may be needed.</p> <p>Unit at 4216 Bismarck Palm has multiple faults (torn blinds in windows, using garage for living space and basketball hoop by driveway) – 2 letters have been sent previously.</p>	<p>Board must first establish a Committee that will decide upon, and issue fines. Maybe issuing fines will help with compliance – one concern discussed was the number of large dogs and lack of cleaning up dog excrement per bylaws. Committee to be established.</p> <p>After discussion, BOD was in agreement to send one more letter, and make direct contact with renters to explain that the basketball hoop must be put away when not in use, and the garage door should be kept closed.</p>
	<p>HOA Dues: Large amount of delinquent HOA dues are pending</p>	Discussion of state law as of July, 2010 which allows HOA to file a lien on property. A foreclosure

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	<p>(primarily from units in foreclosure). Discussion of how to collect this money in order to maintain cash flow.</p> <p>Brief discussion of changing HOA dues to monthly payment rather than quarterly. Avelino to check on feasibility of changing.</p>	<p>by HOA allows taking title to the property. Renting these units may facilitate recouping delinquent dues, and could encourage banks to negotiate short sales easier.</p>
	<p>Foreclosures: Relates to item above. Several units have been sent to the attorneys. Final judgments pending. Motion posed: If a unit is rented and HOA dues are not paid, and the HOA has a lien in place, the HOA may demand rent by petitioning the courts (cost \$175) Motion seconded, and passed unanimously.</p>	<p>BOD President signed on three liens to be sent to the attorneys for processing.</p>
	<p>Financial statements: As of July, 2010 there are 6 types of listings for pending HOA dues (i.e., foreclosure, bankruptcy, etc). Discussion of current contracts: Pricing of current contracts may be overpriced. HOA may be able to save some money via new contracts. Discussion of why HOA has 2 separate checking accounts. Avelino explained reasoning he was given by former HOA president from Rottlund. HOA has approx \$62,000 in equity currently.</p>	<p>Discussion of means to increase income in order to maintain positive balance sheet. Primarily to actively pursue delinquent HOA dues.</p> <p>Avelino to research banking options. Funds are kept in interest-earning accounts or short term CDs to maximize earnings.</p>
	<p>Accounts Payable: Accts Payable: Process to continue with GTE</p>	<p>Packet with checks to be mailed to Leslie – Leslie</p>

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	<p>paying accts due.</p> <p>Several statements with prepared checks to be signed were brought by Avelino. Recent garage door painting was billed to HOA by Rottlund</p> <p>Landscaping – On the day of HOA transfer to owners, Rottlund representative signed a new contract with landscaping company without any bidding process. This contract may be overpriced, BOD expressed lack of satisfaction with work.</p> <p>Water sprinkler fines -Avelino presented several letters from Hillsborough County with fines of several hundred dollars for improper water sprinkling. These fines have been forwarded to the landscaping company due to their lack of compliance with regulating the rain gauge and water sprinklers properly. Motion posed to cancel contract due to lack of bidding process and send a letter with 30 day notice to Natural Landscaping. Motion seconded and passed. After discussion, motion posed to initiate contract with Tropical Design Landscaping- motion was seconded and passed.</p> <p>Pool maintenance- Discussion of pool maintenance – the pool has not been clean despite</p>	<p>and Gail to sign and mail back to Teresa at GTE. Leslie and Gail signed several checks. Avelino to deliver them to GTE</p> <p>BOD voted to decline this payment. Rottlund did not provide an explanation of why the doors were painted, it is their responsibility.</p> <p>Contract can be voiding due to lack of bidding process. Avelino obtained 5 bids from other companies. There was a discussion of bids and what knowledge Avelino had of these companies.</p> <p>Discussion of excessive watering, need to limit watering, re-assess placement of sprinklers and install or repair rain gauge.</p> <p>Pool chemicals have been stored on site improperly, could result in fines. Avelino to discuss with pool</p>

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	<p>twice weekly cleaning. Lights inside the pool have been turned on constantly. Lights in cabana area are left on in the evening frequently. Motion posed to send 30 day notice to pool maintenance company, was seconded and passed.</p> <p>Pool area and cabana maintenance- not up to par, needs better cleanup to keep contract</p>	<p>maintenance company. Pool maintenance bids to be obtained Discussed installing a timer on cabana light switch so lights will not be left on all night. Timer on in-pool lights needs to be reset.</p> <p>Letter to put cleaner “on notice” contract will be cancelled if no improvement.</p>
	<p>Renters: Discussion that many renters have not been informed of by-laws by owners who in many instances are out of state. Owners have been negligent in this matter. HOA needs to establish a better process of tracking who is living here, keep track of people moving in and out.</p>	<p>Discussion of creating a welcome letter, introduction of new BOD and brief summary of HOA by-laws. Leslie and Teresa to draft a letter to send to all residents.</p>
	<p>Miscellaneous: Discussion of developing a website or list-serv for Sabal Pointe Townhomes. All residents would have access.</p> <p>Discussion to have a meet and greet or Fall Festival party – date to be determined Motion posed and seconded, budget to be determined, we may be able to get some sponsors in exchange for having a promotional table</p>	<p>This could help with communication within the community. Pricing, set up and maintenance of site to be explored.</p> <p>Need to solicit vendors to sponsor, engage residents to participate and have a successful event.</p>

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	Next Meeting: BOD agreed to meet again in 2 weeks to continue making progress in transitioning HOA management. Meeting Oct. 13 th 7p at 9820 Fan Palm Way	Discussion of finding a meeting room nearby that is free so that the HOA can engage more participation from residents.
	Submitted: Teresa Russo, HOA Secretary	
	Accepted:	