

MINUTES OF THE WEEKLY MEETING
OF THE BOARD OF DIRECTORS
AUGUST 25, 2008

BOD PRESENT:

Ron Oliver
Jan Hicks
Jane Lange
Donna Mulig
Ed Welt

BOD ABSENT:

None

OTHERS PRESENT:

Ed Wood
Ron Murphy

1. Call to Order at 10:00 by President Ron Oliver.
2. Confirmation of a Quorum; all BOD were present.
3. Approval of the Minutes of August 18 and August 20, 2008.
 - ◇ The minutes of August 18 were reviewed, there was one correction. Donna will correct and redistribute, requesting that these minutes replace the previous August 18 minutes. Minutes were approved by Donna, second by Jane, all approved amended minutes.
 - ◇ Minutes of the monthly meeting of August 20, were thoroughly reviewed. Jan will make the corrections and we will approve at next meeting for distribution.
4. Announcements
 - Next Monday is Labor Day; we will hold our BOD meeting on Tuesday at 10:00.
 - Ron has written his final letter to the residents, it is expected to be placed in mail tubes within a week or so.
 - A resident concerned with side yard drainage has been informed that the BOD discussed the situation and determined that grading was a developer responsibility and the HOA cannot assist in this matter.
 - Ron Oliver followed up with a resident concerned about weekly property rentals. The owner of record will receive a letter from our attorney stating that they are in violation of our community guidelines. Manatee County has also been contacted regarding this situation so they can collect their resort tax.
 - BOD discussed revoking privileges of residences that are being rented in violation of our rules, and also residents who are not paying their HOA dues. Donna will research legal opinions we have received and report back to BOD.
 - Ron Oliver talked to Randy Olsen (CDD) regarding the pedestrian gate on Honore, the fence damaged near the firehouse and 8000 numerical plate that needs to be added to Coates Row Street Sign. Ron reported that the fence is now fixed, street sign plate is added and the pedestrian gate should be fixed this week. The gate lock was sent away, deemed to be unfixable. The lock company gave the CDD a new lock and lock box free of charge!
 - Ron spoke with John Ricciardi of Severn Trent regarding the CDD Landowners election to be held in November. It was originally thought that the CDD would do a mailing. There will be no mailing. They will send information to post on our web sites. All voting will take place on the night of the meeting with nominations from the floor. Anyone can attend. Proxies can be downloaded and used at the meeting.
 - Welcome packet was again updated by Jan and given to AMI for mailing to new residents. Packet contains much important information. It will be available on our web sites also.

- Ron spoke with John Ricciardi of Severn Trent asking if all of our residents paid their CDD assessment from the tax bill. John will get back to Ron with that information.
- Line of Credit at Northern Trust was discussed. Ron Murphy has a copy of the document.

5. Unfinished Business

- ◇ CDD Loan—Ron has spoken to the CDD Board regarding the loan we may give them until end of year. Information has not been finalized, amount could be \$25,000, perhaps \$50,000 or no money may be needed. If loan takes place, attorney will draw up document, listing interest to be paid. CDD will reassess the situation and determine if loan is needed and the amount by the end of October.
- ◇ Social Committee Structure—A resident has asked to use the mail tubes to solicit interest in children’s activities. Mail tubes cannot be used unless BOD approved information. Social Committee could expand to include children’s activities person. That person would have to send a brief bio to BOD for approval. Ed will check on insurance/liability issue.
- ◇ Charlestown Landing Furniture—Jane reported that the total bill came in a bit higher than BOD approved, \$7613.38, which includes tax and delivery. Jan made a motion to approve this purchase at price quoted, seconded by Ron. Vote was 4 to 1 for purchase. Order will be placed this month as costs are going up. Company will hold order, pending upgrading of Charlestown Landing security system.
- ◇ Charlestown Camera system—Jane has not received bids yet. She will contact two additional vendors.
- ◇ Financial Reports—Ron Murphy spent considerable time presenting the documents he has produced regarding the financial condition of our community.
 - a. Concerns were raised regarding our irrigation invoices. Recent invoices and their amounts were reviewed. We were billed \$ 5334.89 for Pump station # 3, what about warranty? Jane and Ron Murphy will check into this further, including who was notified before work was done.
 - b. Sod price of \$ 1535 in common area and watering bill of \$ 107.25 is also being questioned.
 - c. Budget implications of these invoices were reviewed.
 - d. Impact of On-site manager, redoing meeting room into a professional office, Income Tax, proposed building project and capital reserve estimates were all reviewed. Finance committee keeps information updated on a regular basis.
 - e. Projected financial numbers in many categories were also reviewed.
 - f. Finance Committee recommends reconciling delinquent accounts at the end of year. BOD accepted this recommendation.
 - g. Updated delinquency information will be available soon.
 - h. Ron Murphy has been in contact with a person at Severn Trent regarding transferring our Central Irrigation Phone lines and their charges to the CDD. He believes this will be the person who will facilitate the CIS maintenance and operation. We discussed that it would be a benefit for current personnel managing our CDD, Severn Trent, the new CDD Board and our HOA board to meet to review and procedures and relevant information.
- ◇ Delinquency – Handling residents who are not paying HOA dues—BOD discussed what we can do additionally to get the money owed us. Of specific concern are residents that we believe may be paying taxes and mortgage, but not HOA dues. We feel an on site manager will assist with contacting homeowners in this category. Ron Oliver will research having our property manager contact some homeowners now.

- ◇ CDs maturing in September—Ed will obtain three \$25,000 CDs and also one for \$238,000, all through CDARS program which ensures approved amounts over \$100,000. It is the BOD goal to safeguard our money and ladder CD dates.

6. New Business

- ◇ Frank Lange presented the BOD information he wrote up regarding lamp posts. It is most informative and should be very beneficial as non-working lamp posts are a safety issue. BOD is to review and get comments back to Frank. Document will then be posted on our web sites and Neighborhood Watch will be asked to distribute hard copies.
- ◇ Sealing and striping of parking lot bids—Our reserve study and budget were reviewed. There is \$2161 in the budget for this purpose in 2008. Jane has asked Stephanie to work on bids for this project.
- ◇ Meeting Room to Office Needs
 - ◇ Ron Oliver spoke about commitment to this project. He made a motion to convert the meeting space to a professional office for on site manger. Donna seconded, all in favor.
 - ◇ Bids—Ed received an additional bid from Lifestyle Closets--\$2290.00 for some upper cabinets, a table and one storage cabinet.
 - Previous bids have been to redo the entire office with the same cabinets (present cabinets would then be used in handyperson area) Closet Tec bids were from \$10,250 to \$8550 (without top cabinet doors).
 - Contemporary Cabinets and Closets gave bids for \$9720 (wood) to \$7365 (Melamine).
 - We need more bids. Jan will contact several additional companies to give us drawings and bids. Also we do not feel we want a built in table, but a free standing one perhaps selected after cabinets are installed.
 - Room configuration discussed.
 - ◇ Equipment. Ron and Kathryn Murphy spent considerable time researching needed office equipment. They previously met with Jane, Jan and Donna where each needed category was thoroughly discussed.
 - We have most categories narrowed down to product to purchase.
 - Possibility of Management Company being involved with purchase was mentioned. We will wait a bit longer to authorize expenditures.
 - Storage was mentioned, including the possibility of having larger file cabinets possibly stored in current storage area. Would need input from Fire Marshall.
- ◇ On Site Manager position discussed, including Management Company options should we decide to go with that model. Donna will contact several companies and report back. We will wait and talk to AMI after that.
 1. Resumes—two have been received. One person has had a preliminary interview and will be interviewed again. Several of names given to us were unable to be contacted. Ed has contacted another source for some additional names, they are expected soon.
 2. Job Description—time was spent discussing and updating this comprehensive document that Jan is creating.
 3. Candidate information. BOD discussed what should be shared with candidates before interview. It was thought that the University Place Characteristic document Ron Murphy created would be good. He will also generate a one page budget info sheet. We have an aerial map which would be good to include, along with info on our web site.

4. Timeline—Jan is working on questions; BOD should send their ideas for questions to her ASAP. Interviews will possibly be several days next week with Jan and Ron doing the first cut.
5. Donna will contact several additional management companies as we are considering both independent hire and hire with management company back up and need more information.
 - ◇ New Building
 - ◇ Bids/Companies—Jan is sending our design drawings to construction firms. She has received an estimate, less than \$150 a square foot. Most firms should have their own staff to do final drawings, hopefully saving us the \$12,000 quoted for final construction drawings. She will send out drawings to several other well known firms mentioned at meeting, also asking them for recommendations.
 - ◇ Upcoming Community Meetings—review of needs. Donna will contact Debbie at Harvest Church to make sure we have adequate equipment for power point presentation and also to see if lapel microphones are available for meetings.
7. Resident Concern—A resident shared feelings regarding the recent monthly meeting. He was concerned about the dissention, especially at BOD level. He also shared concern regarding the October 4 meeting. President Oliver spoke to his concerns and shared that he felt the BOD was thoroughly researching issues, including on site manager and building needs. The BOD acknowledged that we are all aware of current economic conditions and the timing with the announcement of CDD budget increases due to the CIS sale. The HOA budget will be less because of our not having the Central Irrigation System maintenance and repair. Ron reviewed our vision for moving our community forward in these difficult times and his plan to thoroughly cover these and other topics at the October 4 Membership Meeting, which was planned when more residents should be available to attend.
8. Adjournment was finally accomplished at 2:22 pm.

Respectfully submitted:

Donna Mulig, Secretary

Date

Next Weekly Meeting: (Next Monday is Labor Day) BOD meeting will be on Tuesday, September 2, 2008