

**PARK TRACE ESTATES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 21, 2014**

CALL TO ORDER: The Board of Directors meeting was called to order by President Elida Ramberger at 7:00 p.m. It was confirmed that proper notice had been posted and a quorum was established with the following Board members in attendance: BiBiche Knauf, Jennifer Magoon, Mary Lou Mings, Elida Ramberger and Mike Simpson.

MINUTES: The Board reviewed the minutes of the final three meetings of 2013. Elida Ramberger moved to accept the minutes of the November 19th, December 3rd and December 19th meetings as submitted. Approved unanimously by those in attendance.

BOARD MEMBER REPORTS:

Mike Simpson: Mr. Simpson reported no significant change on the foreclosure scene. The potential for revising deed restrictions and the other governing documents will be tabled due to personal obligations. Mr. Simpson will resign from the Board as a Director and as Vice President, effective March 18, 2014.

Mary Lou Mings: Mrs. Mings presented a written report which will be attached to these minutes for the record. Mrs. Mings went on to summarize the meeting that she had with Sarasota County park managers Gerorge Tatge and Ed Wolfenbarger regarding to the boundary line between Park Trace Estates and the county park. An accident that occurred recently involving a drunk driver whose car finally stopped on a Park Trace homeowners' property behind 464 & 472 Park Trace Boulevard. Traffic controls were discussed in an attempt to prevent this from happening again. A fence in the NE corner PT Estates and the legacy trail and sidewalk was also discussed.

Jennifer Magoon: \$202,205.96 represents the amount of money as Cash on Hand for the year end. Fourth quarter financials were not available to the Board by meeting time. There is also a house closing at 304 Park Trace.

BiBiche Knauf: Rip Rap installation for the middle lake has been completed. A boat ramp was installed by Beautiful Ponds for access. Geo Tube being installed on the Bay Street lake as well as plantings. Plantings going in also at the Legacy Trail lake. A proposal from Florida Shoreline was reviewed detailing an additional cost of \$510.00.

Elida Ramberger: Beautiful Ponds will identify erosion problems due to storm water runoff. Three mailbox posts and bases will be ordered for spare parts inventory. As to Rip Rap placed by individual homeowners to protect their property, according to our lawyer, Mr. Wells, the Association has no responsibility to reimburse those individuals. Ms. Ramberger went on to state the goals of the Association for 2014. ARC recommendations plus homeowner volunteers are needed to revise the deed restrictions. Monthly meetings of the Board of Directors will be scheduled for the 3rd Tuesday of each month at 7pm. The committee structure put in place last year will be preserved.

UNFINISHED BUSINESS:

Settlement Fund Review: Taxation will occur on the balance unspent at year end.

COMMITTEE REPORTS:

Newsletter: A new edition is needed at this time.

Architectural Review: Works in conjunction with the Board of Directors by handling requests in regard to deed restrictions and forwards to the Board. Recently, three requests

were received. To install a flag pole and fence, a front door enclosure and a garage door replacement. All were approved.

Welcome: Six letters were sent to residents.

NEW BUSINESS:

Beach Erosion: Elida Ramberger moved to spend \$510.00 with Florida Shoreline to correct beach erosion as per their proposal. Seconded by BiBiche Knauf and approved by all.

Entrance Monuments: Elida Ramberger moved to spend an amount not to exceed \$1,500.00 on repairs necessary to both monuments to correct mortar crumbling which creates separation between the wall and the support posts, mildew problems, weeds and water intrusion. Seconded by Mike Simpson and approved by all,

OWNER COMMENTS: Dan Knauf commented on the need to keep the website updated. Julian Cuevas and Karin Breitenstein presented details in regard to the property damage caused by a drunk driver that was reported earlier in the meeting.

DATE OF NEXT MEETING: A Board of Directors meeting is scheduled for February 18, 2014

ADJOURNMENT: The meeting was adjourned at 8:35 p.m. by unanimous consent.

Respectfully Submitted by:
Scott B. Diamond
Community Association Manager

Approved: _____

**PARK TRACE ESTATES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
FEBRUARY 18, 2014**

CALL TO ORDER: The Board of Directors meeting was called to order by Vice-President Mike Simpson at 7:00 p.m. It was confirmed that proper notice had been posted and a quorum was established with the following Board members in attendance: BiBiche Knauf, Jennifer Magoon, Mary Lou Mings, and Mike Simpson. Elida Ramberger was absent.

MINUTES: The Board reviewed the minutes of the January meeting. Mike Simpson moved to accept the minutes of the meeting as corrected. Approved unanimously by those in attendance.

BOARD MEMBER REPORTS:

Mike Simpson: Mr. Simpson reported on the foreclosures. 818 Oak Briar received an estoppel request. Jennifer Magoon also stated that an estoppel letter does not mean the foreclosure will go through. 808 Oak Briar has filed Chapter 13. There is no new information for 801 Oak Briar.

Mary Lou Mings: Mrs. Mings summarized three different phone calls to county officials. The first call was to Mr. Rashad Hanbali, Chief Engineer for the Transportation Department. He had not yet driven down Bay St. to check on any traffic solutions that might prevent the drunken driver accident in January that involved Bay St. and its lack of a bike trail and sidewalk. She also mentions that the commissioners have decided that Bay St. will continue for now as a two lane connector road, and any homeowners concerns about the road noise can only be addressed when a public meeting is held on the Bay St. extension to Honore'. Finally, Ed Wofenbarger, the county manager for the Osprey Junction Trailhead Park, asked Mrs Mings to contact someone else in the Parks & Recreation Dept. about our request for a survey of the property line between the park and PT, the possible solutions we had discussed about preventing future accidents, and the possibility of constructing a fence in the NE corner of PT and the Legacy Trail.

The PT Homeowner Directory (name and address only) is posted on the website.

Jennifer Magoon: \$202,867.95 represents the amount of money as Cash on Hand for January. The accounts receivable showed 17 owners that have not yet paid their homeowners dues. "Friendly Reminder" letters from the Board will be sent out at the end of the first quarter. Late fees can also be included after that reminder.

BiBiche Knauf: The Bay St. lake is finished as is the middle lake riprap. The Legacy Trail lake in the back is almost finished. Florida Shoreline encountered a lot rocks and vegetation at the bottom of the Legacy Trail which slowed down the work. After work is finished there will be a walk-through of all the lakes. Beautiful Ponds provided their first report.

Elida Ramberger: No Report

UNFINISHED BUSINESS: None

COMMITTEE REPORTS:

Architectural Review: No Report. However, several members present at the meeting indicated their agreement with the rough draft of the procedure for homeowners to follow when sending a request to the Board.

Beautification: No Report

Welcome: No Report

OLD BUSINESS:

Beach Erosion: BiBiche Knauf covered this in her report.

NEW BUSINESS: None

OWNER COMMENTS:

1. There is a light fixture along Bay St. that someone keeps redirection so that it lights more of one of the palm trees at a PT entrance. The board has requested that homeowners leave all such lights alone.
2. When will the roof problems be addressed? Casey management will provide Mike Simpson with a list of roof violations. Mr. Simpson will send a letter to the homeowners to remind them to keep their roof clean.
3. Some people took down the walls around their AC units and need to replace them per the deed restrictions. There are additional Deed violations around Park Trace which need to be addressed.
4. A homeowner requested documentation from the companies contracted for the lake projects; he would like quotes invoices and any other documentation received. Mike Simpson apologized on behalf of the board for not getting this information to him and promised to get it to him.

DATE OF NEXT MEETING: A Board of Directors meeting is scheduled for March 18, 2014 at 7:00 p.m.

ADJOURNMENT: The meeting was adjourned at 7:35p.m. by unanimous consent.

Respectfully Submitted by:
Brian Bender
Community Association Manager

Approved: _____

**PARK TRACE ESTATES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MARCH 18, 2014**

CALL TO ORDER: The Board of Directors meeting was called to order by President Elida Ramberger at 7:00 p.m. It was confirmed that proper notice had been posted and a quorum was established with the following Board members in attendance: BiBiche Knauf, Mary Lou Mings, Elida Ramberger and Mike Simpson. Jennifer Magoon was absent.

MINUTES: The Board reviewed the minutes of the February meeting. Elida Ramberger moved to accept the minutes of the meeting as corrected. Approved unanimously by those in attendance.

BOARD MEMBER REPORTS:

Mike Simpson: Mr. Simpson reported on the foreclosures. 818 Oak Briar closing was delayed and rescheduled to close at the end of the month. 801 Oak Briar is in Chapter 13 and there are no new updates. We have 15 owners who have not paid their 2014 dues. Letters will be sent to those home owners, and if no response is received by the Board, the matter will be turned over to the attorney. Brian Bender also created a list of those homes that need their roofs cleaned. Friendly reminder letters will be sent out to those home owners as well.

Mary Lou Mings: Mrs. Mings reported that the directory is completed and is on the website. Neither emails nor cell phone numbers can be include, unless that is the only number we have. There are several residents that need updated along with new owners. Mrs Mings followed up with the agent from the county on the Bay street safety. The agent could not see a cause for a safety issue from what he observed. Park Trace will need a record of accidents in that area. There was only one recorded accident. They would have to do a feasibility study to research if this would be seen as an area of potential danger.

Elida Ramberger for Jennifer Magoon:

BiBiche Knauf: The lakes are finished. Elida and BiBiche walked the middle and Legacy Trial lakes with Beautiful Ponds who did our plantings and maintenance. More will be completed on schedule. The Bay St. lake has the vegetation growing and spreading.

We asked Scott Liebel for input on the rocks put in by owners around the lake. He recommended that rocks be added to the top which will make those areas look uniform. The Legacy Trail geo tube has some wash out between the homes. Home

owners need to take responsibility to correct this. We can have a special meeting to discuss it. Beautiful Ponds will work with homeowners who have the temporary wood that was installed by their area of the water. It will be there for 6 months then be removed. Owners will be identified that need it and a meeting will be scheduled.

Elida Ramberger: Ms. Ramberger discussed a few deed restrictions reminders. Barriers need to be installed around A/C units and please be a good neighbor and pick up after your dog. Friendly letters will be sent to owners who choose not to comply. Saturday will be the yard sale with Sunday as the rain day. The times will be from 8-2. There was a report that a sexual predator moved in along Shotgun/Bay St. and at Pine Run. Please check out the Florida website at

This is Mikes last night as a board member. Thank you for your help with serving on the board.

COMMITTEE REPORTS:

Architectural Review: No Report

Beautification: No Report

Welcome: No Report but we believe there are two new owners

MISCELLANEOUS:

OWNER COMMENTS:

DATE OF NEXT MEETING: A Board of Directors meeting is scheduled for April 15, 2014 at 7:00 p.m.

ADJOURNMENT: The meeting was adjourned at 7:58 p.m. by unanimous consent.

**Respectfully Submitted by:
Brian Bender
Community Association Manager**

Approved: _____

**PARK TRACE ESTATES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
APRIL 14, 2014**

CALL TO ORDER: The Board of Directors meeting was called to order by President Elida Ramberger at 7:00 p.m. It was confirmed that proper notice had been posted and a quorum was established with the following Board members in attendance: BiBiche Knauf, Jennifer Magoon, and Mary Lou Mings.

MINUTES: The Board reviewed the minutes of the March 18, 2014 meeting. Elida Ramberger moved to accept the minutes of the meeting as submitted. Mary Lou Mings seconded the motion and all approved by voting aye.

BOARD MEMBER REPORTS:

Mary Lou Mings: Mrs. Mings reported on Village Defense. Village Defense is a program available to associations as a notification process for emergency or crime alerts. The thought was that there was a need for more centralized communication as there is a lot of miscommunication or areas where communication could be greater. After reviewing the information it was determined that at this time, this was not a program needed by our community. This item will not be pursued at this time.

Signage placement for the "park area"- Bob reported that he is ready to present the damage, report and pictures. The plan meets the FDOT requirements. Jessica Ritter could help with the process. Should this just be a donation to the county so that we do not need to maintain it in the future?

The address list has been updated. Casey Management will update their records with the information provided.

Jennifer Magoon: \$155,819 represents the amount of money as Cash on Hand through March. The accounts receivable showed 12 owners that have not paid. 90 Day notices need to be sent to these owners who remain delinquent.

Jennifer reported that BiBiche Knauf had also left documents at the door of the recent short sale 818 Oak Briar Way. The owner is getting ready to re-sod this home.

BiBiche Knauf: BiBiche reported that the bid from Florida Shoreline had been received at an amount of \$18,690. The biggest culprits of erosion are downspouts and wave action. The total amount so far has been approximately \$140,000 between Florida Shoreline and Beautiful Ponds. Beautiful Ponds recommends a buffer zone around the lakes. Owners should not cut the grass within two feet of the actual lake bank to help with future erosion.

Elida Ramberger: Elida reported that the documents are outdated and dealing with the outdated documents makes enforcement difficult. The website has the deed restrictions currently posted. The documents are from 1999 and it is time to look at rewriting the documents. However, since a 2/3rds vote of all owners are needed, it makes the process

very difficult. The cost to rewrite the documents is approximately \$4500.00. In 2008 a revision was done but it was never approved to go any further.

Elida reported that it was time to send out letters regarding compliance issues. Casey Management will send out letters to the owners that have compliance issues. Currently post lights, roof cleaning and landscaping are the majority of the compliance issues.

UNFINISHED BUSINESS:

COMMITTEE REPORTS:

Architectural Review: No Report

Beautification: The committee reported that they are replacing the begonias

Welcome: No Report

BOARD VOTES FOR EXPENDITURES:

Elida made a motion to approve the bid from Florida Shoreline in the amount of \$18,690. BiBiche seconded and all voted in favor by voting aye.

BiBiche made a motion not to exceed \$1500 for the work at the entrance wall. BiBiche will contact the vendor and get this scheduled. Elida seconded the motion and all approved by voting aye.

NEW BUSINESS:

OWNER COMMENTS:

1. An owner pointed out that mailboxes are starting to show significant damage. A recommendation to put the repair instruction on the website was taken.
2. Signs approval? Had a sign been approved? No not at this time.

DATE OF NEXT MEETING: A Board of Directors meeting is scheduled for May 20, 2014 at 7:00 p.m.

ADJOURNMENT: The meeting was adjourned at 8:45 p.m. by unanimous consent.

Respectfully Submitted by:
Bridget Spence
Community Association Manager

Approved: _____

**PARK TRACE ESTATES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 20, 2014**

CALL TO ORDER: The Board of Directors meeting was called to order by President Elida Ramberger at 7:00 p.m. It was confirmed that proper notice had been posted and a quorum was established with the following Board members in attendance: BiBiche Knauf, and Mary Lou Mings. Jennifer Magoon was absent.

MINUTES: The Board reviewed the minutes of the April 14, 2014 meeting. Elida Ramberger moved to accept the minutes of the meeting as submitted. BiBiche seconded the motion and all approved by voting aye.

BOARD MEMBER REPORTS:

Mary Lou Mings: Mary Lou asked Bob Ungemach to report on the traffic sign update. Bob had spoken with Paula Wiggins from the county. The county is considering installing a flashing stop sign because most accidents appear to occur at night. We do not have an exact date of when the sign will be installed.

Governing Docs: Mary Lou brought up a suggestion by Karen Miller re: having copies of Park Trace's governing documents given/sent to homeowners that everyone would then have set. It was discussed that this would eliminate complaints and excuses, and homeowners who had not received their copies would finally get one. Elida Ramberger moved that Casey Management compile the documents with a cover letter by the board. Mary Lou Mings seconded the motion. All approved by voting aye.

Jennifer Magoon: No Report

BiBiche Knauf: BiBiche reported that riprap around the middle lake is finished. We do have a problem with in areas where geo tube is washing out, mainly in areas the between the houses. There are no gutters on these roofs to move water away from the lake or French drains to guide water into the lake. This involves six homes. Russ from Beautiful Ponds will be asked to survey those areas and give recommendations to the homeowners involved. The Board will be sending letters to those home owners.

Also, all of the entry walls have been repointed. We need to keep vegetation off-the-wall because it damages the bricks and the mortar. Greeners will be removing and controlling the vegetation. A letter and email will be sent to the four homeowners that are adjacent to the entry walls.

We have received two tree trimming estimates. Major areas of work include a huge oak tree and the palm trees along our property line adjacent to the park.

- 1) TOTAL \$2,500: \$1,350 oak & \$1,150 palms by Greeners.
- 2) TOTAL \$1,200: \$700 oak & \$500 palms by Get'r Dunn; will go with 2nd estimate.

Another estimate will be needed for trimming all palm trees along Bay St. and mulching the area as well. The red ants have been taken care of.

Elida Ramberger: Elida reported the letters were sent out for roof cleaning. Twenty roofs have been completed, three are scheduled to be done, eight have not been done. Follow up letters will be sent to the homes that still need to take action. Also, those homeowners who still have non-working post lights will be sent follow-up letters.

UNFINISHED BUSINESS: No response has come in to bids for signs for Park Trace.

COMMITTEE REPORTS:

Architectural Review: BiBiche Knauf asked for consent to replace her lamp post. Elda Ramberger and Mary Lou Mings were in favor.

Beautification: Janet Jarzyna reported that pentas and potato vines have all been planted in front of each entry wall after the previous flowers were removed. Elida Ramberger asked Janet to inquire about removing the junipers in front of each monument.

Welcome: no report

NEW BUSINESS:

OWNER COMMENTS:

1. "Is there anyway we could interview people before they buy so that owners know all the deed restrictions related to Park Trace?"
2. "Can we give each new homeowner a copy of the deed restrictions as part of the Welcome Package? Can homeowners sign for it?"
3. "We spent so much money on the ponds. Can we help homeowners get a fair price in getting gutters or pipes attached to French drains after the geotubing is fixed?"

DATE OF NEXT MEETING: A Board of Directors meeting is scheduled for June 17, 2014 at 7:00 p.m.

ADJOURNMENT: The meeting was adjourned at 8:45 p.m. by unanimous consent.

Respectfully Submitted by:
Brian Bender
Community Association Manager

Approved: _____

**PARK TRACE ESTATES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
June 17, 2014**

CALL TO ORDER: The Board of Directors meeting was called to order by President Elida Ramberger at 7:00 p.m. It was confirmed that proper notice had been posted and a quorum was established with the following Board members in attendance: BiBiche Knauf, and Jennifer Magoon. Mary Lou Mings was absent.

MINUTES: The minutes for the May 20, 2014 meeting will be approved at the next board meeting.

BOARD MEMBER REPORTS:

Jennifer Magoon: Jennifer reported that the work on the 2015 Budget will begin in September. The current operating account balance is \$134, 252.63. There have not been any unusual expenses. We continue to be on budget.

BiBiche Knauf: BiBiche reported that there is a very large tree located on the trail that is covered with vines as well as additional plantings. This is not only an eyesore but a safety issue. The tree needs to be cleaned up. Two bids to clean up the oak tree and a group of palm trees have been received.

BiBiche spoke to the county to see if they will add a fence to match what is on the north side. We are still pushing for them to assist us in dealing with this issue.

Elida Ramberger: Elida reported that the entire deed restrictions were sent to all owners via mail. All owners should keep those as their official documents.

Elida reported that 9 letters for deed restrictions were mailed on June 11th. Elida mentioned that an email blast reminding owners of the approaching annual meeting and looking for volunteers to join the board and committees will go out in August.

Elida will review the proof for new entrance signs previously sent by the ACR Committee. The suggestion from the members present was to remove additional non necessary wording and install at the center island with two posts.

UNFINISHED BUSINESS:

COMMITTEE REPORTS:

Architectural Review: No new requests received at this time.

Beautification: Thank you to the committee for putting out the flags for Flag Day.

Welcome: A reminder to owners that a copy of the lease and a registration form needs to be received by the board.

NEW BUSINESS:

OWNER COMMENTS:

1. An owner present discussed the lighted stop sign which will be installed by the county. There have only been 3 accidents reported in the last 7 years and since the device is opposite the homeowners bedroom window it will impact negatively his quality of life. The HOA could request that this sign not be installed.

DATE OF NEXT MEETING: The Board of Directors will take a break for July and August. The next meetings will resume the 3rd Tuesday of September.

ADJOURNMENT: The meeting was adjourned at 8:35 p.m. by unanimous consent.

Respectfully Submitted by:
Bridget Spence
Community Association Manager

Approved: _____

**PARK TRACE ESTATES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
September 16, 2014**

CALL TO ORDER: The Board of Directors meeting was called to order by Mary Lou Mings at 7:00 p.m. It was confirmed that proper notice had been posted, and a quorum was established with the following Board members in attendance: BiBiche Knauf and Jennifer Magoon. Elida Ramberger was absent.

MINUTES: The minutes for the May 20, 2014, and June 17, 2014, meetings were approved by unanimous consent.

BOARD MEMBER REPORTS:

Mary Lou Mings: Directory Update-Changes will be made before the annual meeting package goes out.

Annual Meeting Process-Brian Bender from Casey Management explained that a letter of intent will be sent along with the date of the meeting. It was discussed that this should go out right away so that any prospective candidate can speak at the October 21st meeting. The second letter will have the agenda and any candidate information for voting. Also included in the second packet will be copies of the amendments to the deed restrictions. The annual meeting will be held on November 18, 2014, at 7:00 p.m. at Spanish Point.

Meeting Minutes Process-It was discussed that the Board needs the draft of any meeting minutes no later than the following week. Board members need to respond as soon as possible so that the draft of the minutes can be posted on our website ASAP. The minutes will be voted on at the following meeting.

Invitation to candidates for Board of Directors to address community-All candidates interested in running for the Board of Directors are invited to speak to homeowners during the October 21st meeting.

Thank you to all homeowners who have attended meetings-The Board of Directors wishes to thank all homeowners who have attended any Bd. of Directors meeting these past several years.

Jennifer Magoon: Treasurer's Report- The current operating account balance is \$123,142.43. Jennifer reported that work on the 2015 Budget would not be started until the 3rd Qtr financial statements have come out after the end of September. There have not been any new foreclosures.

BiBiche Knauf: Settlement Report- BiBiche reported that the Association MIGHT receive additional money from the settlement of the Class Action Law Suit regarding The Legacy Trail. The amount will be a percentage of the attorney's fees and costs approved by the judge for reimbursement. BiBiche contacted the law firm in order to get an estimate of the amount but, at this time, such estimate is not available. The judge should make a decision sometime in 2015.

Lake Repair Update: Greeners gave an estimate to trim shrubs along the Legacy lake. The estimate came in higher than expected so the Board will ask for an other one.

Tree Trimming Progress: As mentioned in previous Board Meetings, some trees along the Access to the Trail need to be trimmed. Our contractor has insurance but will need to get a waiver for workmans comp before he can start the work, as required by the County. The oak trees and palm trees along Bay Street have been trimmed.

UNFINISHED BUSINESS: None

COMMITTEE REPORTS:

Architectural Review: No new requests have been received at this time. There have been some complaints about some of the exterior paints used by some homeowners; however, the deed restrictions do not apply to these homes.

Beautification: Thank you to the committee for displaying the flags on 9/11.

Welcome: No Report

NEW BUSINESS: None

OWNER COMMENTS:

1. An owner commented that someone is leaving dog waste bags in his yard. Are there any other homeowners experiencing this, or does anyone have any information regarding who might be doing this? Please contact the Board with any information. Thank you.
2. Beautiful Ponds has been spraying around the edges of the lakes as per our contract. The chemicals may affect people with allergies and can cause allergic reactions. A homeowner who experienced this asked that homeowners be notified in advance of such spraying. The contractor has been contacted, and a notice will be posted on the website 24 hours before service begins. The Board thanks the homeowner for this alert.
3. BiBiche asked the Board members to start thinking about the 2015 Budget. Since the Association is still in possession of a large amount of money, she suggested that the 2015 Dues might be waived.

DATE OF NEXT MEETING: The next meeting will be on October 21, 2014.

ADJOURNMENT: The meeting was adjourned at 7:55 p.m. by unanimous consent.

Respectfully Submitted by:
Brian Bender
Community Association Manager

Approved: _____

**PARK TRACE ESTATES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
October 21, 2014**

CALL TO ORDER: The Board of Directors meeting was called to order by Elida Ramberger at 7:00 p.m. It was confirmed that proper notice had been posted, and a quorum was established with the following Board members in attendance: Mary Lou Mings, BiBiche Knauf and Jennifer Magoon.

MINUTES: The minutes for the September 16, 2014 meeting were approved by unanimous consent.

BOARD MEMBER REPORTS:

Mary Lou Mings: Directory Update-Changes will be made before the annual meeting package goes out. Mary Lou will be sending the update to Casey Management and our accountant.

Jennifer Magoon: Treasurer's Report- The current operating account balance is \$168,864.59. There have not been any new foreclosures. There are still the two people that are late.

Jennifer explained that we have to file an amended return for 2014. Our accountant will be taking care of it. We do have to give the IRS a power of attorney to process this.

BiBiche Knauf expressed her opposition to giving Cavanaugh & Co. a power of attorney without prior consultation with the Association attorney and/or letting the Association insurance company know.

BiBiche Knauf: BiBiche met with a representative of Sarasota Fencing (the company which installed the white fence along Bay Street). The fence is in very good condition and should last approximately 20 more years. BiBiche is working on new signs. She met with H & H Signs in Venice. BiBiche will have something to the board in the next week or two.

Elida Ramberger:

- i. **Upcoming election, annual HOA meeting-** On November 18, 2014 will be the annual meeting, election and budget adoption. The board has discussed the potential to defray HOA fees for 2015.
- ii. **Non-compliance letters-** Casey Management will be sending out letters for all the post lights that are out this week.
- iii. **Neighborhood Yard Sale Nov. 8.-** Rhonda will put out the signs and adds will be in the paper. The times will be 8:00am to 2:00 pm.

COMMITTEE REPORTS:

Architectural Review: No new requests have been received at this time.

Beautification: The entrances look lovely. The committee asked if we can plant new flowers over Christmas. We are over budget but have the money to cover it. Elida Ramberger made a motion to approve begonias not to exceed \$450. Mary Lou Mings seconded the motion. All were in favor.

Welcome: No Report

Homeowners Applications for Board Membership-Elida Ramberger read a letter from Bill Cutler. This is the only resident who put his in application for the board of directors.

NEW BUSINESS: None

OWNER COMMENTS:

DATE OF NEXT MEETING: The next meeting will be on November 18, 2014 at 7:00 p.m.

ADJOURNMENT: The meeting was adjourned at 8:09 p.m. by unanimous consent.

Respectfully Submitted by:
Brian Bender
Community Association Manager

Approved: _____

**PARK TRACE ESTATES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
November 18, 2014**

CALL TO ORDER: The Board of Directors meeting was called to order by Elida Ramberger at 7:00 p.m. It was confirmed that proper notice had been posted, and a quorum was established with the following Board members in attendance: BiBiche Knauf and Jennifer Magoon. Mary Lou Mings was absent.

MINUTES: The minutes for the October 21, 2014 meeting were approved by unanimous consent with corrections.

BOARD MEMBER REPORTS:

BiBiche Knauf: BiBiche explained that three new signs will be installed in a week or two. They will be made of Poly-Rout which is a material that stands the weather and will not need to be painted. Two of the signs will go on the entrances islands and the third sign will be by Rivendale on the sidewalk. Half of the cost was needed as a deposit and paid by credit card, the other half will need to be paid after they are installed. The signs on the entrances walls will not be changed. The new signs will replace the old wooden signs.

Jennifer Magoon: Treasurer's Report- The current operating account balance is \$114,568.93. Jennifer stated 801 Oak Briar has been foreclosed upon by the bank. We do have a lien against this property but it is unsure what and if we will get anything proceeds from it. Jennifer went on to answer several questions from homeowners regarding the money in our savings account, questions about the tax that we owe and where our money is saved. Jennifer also reviewed the proposed 2015 budget. The budget will be approved later in the meeting.

Elida Ramberger: Elida Ramberger made a motion to adopt the expenditures in the 2015 budget. Jennifer Magoon second in the motion all were in favor. MOTION PASSED.

Elida Ramberger then made a motion to waive the 2015 membership fees for all members. Jennifer Magoon seconded the motion. All were in favor. MOTION PASSED.

COMMITTEE REPORTS:

Architectural Review: No new requests have been received at this time.

Beautification: No Report

Welcome: No Report

NEW BUSINESS: None

OWNER COMMENTS: None

DATE OF NEXT MEETING: The next meeting will be on December 16, 2014 at 7:00 p.m. if the new board decides to have one.

ADJOURNMENT: The meeting was adjourned at 7:35 p.m. by unanimous consent.

Respectfully Submitted by:
Brian Bender
Community Association Manager

Approved: _____

**PARK TRACE ESTATES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
December 16, 2014**

CALL TO ORDER: The Board of Directors meeting was called to order by Alex Keenan at 7:00 p.m. It was confirmed that proper notice had been posted, and a quorum was established with the following Board members in attendance: BiBiche Knauf , Bill Cutler, Norm Thetford, Wayne Nicholls, Ed Bankemper and Sally McCurdy.

MINUTES: The minutes for the November 18, 2014 meeting were approved by unanimous consent with corrections.

BOARD MEMBER REPORTS:

Alex Keenan: Alex announced that because of personal pursuits he is resigning from the board at the end of this meeting. Alex suggested that Park Trace review all vendor contracts and seek new legal counsel.

BiBiche Knauf: BiBiche asked that the board be involved in all Bay Street extension project with the county. BiBiche agreed to head this and Sally McCurdy will assist. There are also several outstanding violations from the last board which need to be resolved. Specially the missing pole light on 171 Willow Bend Way. The homeowner has told the Management Company that they will replace it but it has still not been done. BiBiche Knauf also requested that ALL Board members' addresses be on the Board email address so that all email communication can be shared throughout the Board.

COMMITTEE REPORTS:

It was discussed among the board members, and Bill Cutler volunteered, to review all vendors and contracts, (Legal Representation, Landscaping and Insurance Company). Norm Thetford will review the contract with accountants. It was also discussed that the Board might want to have Casey Management take care of all financial needs of the Association.

Architectural Review: No new requests have been received at this time.

Decorating: No Report

Beautification: The fence is in need of cleaning/power washed. Bill Cutler made a motion to have the fence cleaned but not to exceed the amount the Association paid last time it was power washed. Ed Bankemper seconded the motion. All were in favor. MOTION PASSED. Since one homeowner who was at the Meeting thought that the last contractor didn't do a good job, Bill Cutler agreed to find a different vendor. Bill Cutler volunteered to be on the Beautification Committee.

Sally McCurdy volunteered to contact the volunteers on all the various Committees and to coordinate with them if they want to stay on.

Welcome: No Report

OLD BUSINESS:

1. Alex reported that last year our accountants filed our tax return at the wrong time period. Alex has mailed the proper paperwork for our amended taxes to the IRS.
2. Norm reported on the 801 Oak Brier Lane foreclosure. The bank will be putting the house on the market soon. There are around \$8,000 due to the Association but our attorney explained that we are only entitled up to the lesser 1% of the outstanding mortgage (\$4,300) or the last 12 months of expenses.

NEW BUSINESS:

1. Lake Contract- BiBiche explained that our contract with Beautiful Ponds to maintain the lakes is up for renewal. There has not been any problem with their work and they are very reliable. She recommended that we continue to use their services. The yearly cost is \$4,200. Norm Thetford made a motion to retain Beautiful Ponds. Sally McCurdy seconded the motion. All were in favor. MOTION PASSED.
2. Alex and Norm explained that our bank has been more than difficult in getting the new board members' signatures on our checking account. Norm will be calling another location to see if he can get this cleared ASAP.
3. 2015 Budget-The Board discussed if HOA fees should be charged for 2015. Bill Cutler made a motion to charge the homeowners half of the yearly dues or \$233 for 2015. Norm Thetford seconded the motion. Bill Cutler, Ed Bankemper, Norm Thetford and Wayne Nicholls voted in favor. Alex Keenan, BiBiche Knauf and Sally McCurdy voted against. MOTION PASSED.
4. Due to the current President Alex Keenan's resignation a motion was made by Norm Thetford to have Bill Cutler be President. All were in favor. A motion was made to have Ed Bankemper be Vice President. All were in favor.

OWNER COMMENTS:

1. **The board should put "owners comments" on all board agendas.**
2. **There are some lights along Bay Street which are out and need to be fixed.**
3. **We should always use vendors that are insured and volunteers should also be insured.**

DATE OF NEXT MEETING: The next meeting will be on January 20, 2015 at 7:00 pm. at Spanish Point.

ADJOURNMENT: The meeting was adjourned at 8:30 p.m. by unanimous consent.

Respectfully Submitted by:
Brian Bender
Community Association Manager

Approved: _____