

**PARK TRACE ESTATES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
April 21, 2015**

CALL TO ORDER: The Board of Directors meeting was called to order by Dan Knauf 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: Norm Thetford, BiBiche Knauf and Ed Bankemper. Wayne Nicholls was absent

MINUTES: The minutes for the March 17, 2015 & April 7, 2015 meeting and special meeting were approved by unanimous consent.

ADMINISTRATIVE BUSSINESS:

1. Staggered election of directors was announced by Dan Knauf. Recently we have all the board members being elected to two-year terms at once. This does not create and continuity between new boards. At the last meeting Dan asked if any board members were willing to resign effective at November's Membership Meeting with the proviso that they could stand for election to new two-year terms as Directors if they so desire. Dan thanked BiBiche Knauf and Ed Bankemper for agreeing to do so, restoring staggered elections.
2. Dan Knauf suggested that we have board meetings monthly for remainder of the year. Norm Thetford moved to have monthly meetings through October. BiBiche seconded the motion. All were in favor.
3. The Board reviewed who has computers, decorations, records etc. Dan also explained that although Park Trace does not fall under the Sunshine Laws, we need to be careful of appearances whenever three or more Directors meet. He proposed that the Board adopt an internal policy of no more than two Board members meeting at ANY time to "discuss HOA business."
4. Norm Thetford made a motion to approve four board members and two of our accountants to have authorization to do board business with the bank. This resolution was unanimously adopted.
5. Proposed Bylaws change: Dan Knauf discussed issues that could arise with having a tie vote on the board, and proposed a modification to the Association's Bylaws.

Add a section (h) to ARTICLE VI ("POWERS AND DUTIES OF THE BOARD OF DIRECTORS"), Section 1, to read as follows:

"Resolutions and decisions of the Board of Directors shall be by majority vote at any duly constituted Board meeting. In the event of a tie vote, the presiding officer's vote for that meeting will decide the issue."

Ed Bankemper made a motion to adopt the change. Norm Thetford seconded the motion. All were in favor. MOTION PASSED.

6. HOA's Corporate E-mail domain(s). Because Wayne Nicholls was absent, Dan postponed this agenda item until the next meeting.

Dan announced that he had made a list of each Director's and Officer's core and additional responsibilities, and asked if the other Board members present had any recommended changes. None forthcoming, Dan said that he would get Wayne's input and then publish the list on the website, noting that it may be useful for the community to know whom to contact for specific issues.

COMMITTEE REPORTS

1. Architectural Review Committee (ARC)
 - a. Board vote on 239 PTB lanai extension request-ARC denied this request until they receive more information.
 - b. Dan noted that the ARC chairperson, Sally McCurdy and he had worked up a proposed charter for the ARC. This will be voted on by the Board at the next meeting.

OLD BUSINESS:

1. **2015 Assessment dues mailed with budget – status?** Treasurer Norm Thetford reported that 87% of the assessments are paid.
2. **Membership directory – mailing?** The directory is on the website. Owners can opt out if they do not want certain emails or phone numbers included. When complete a hard copy will be mailed to each resident.
3. **Yard sale 2015-** There was discussion with the owners and it was decided to have one community yard sale each year in the Spring.
4. **The Park Trace “Handbook”-** Bill Cutler had a really good start on it but has not been completed yet. When complete it will be included in “welcome” packages for new residents.

NEW BUSINESS:

1. Plans/Strategy for excess funds- The board will identify necessary items, such as a possible reserve fund for lakes erosion, and then consider disposition of any excess funds in the Association's accounts.
2. Erosion Reserves fund- If deemed necessary, this will require a majority vote of the total voting interests in good standing. Wayne Nicholls, who is in charge of the lakes for repairs etc., will be asked to research the issue and make an appropriate proposal to the Board.
3. Deed restriction enforcement- Dan explained the structure of the legal and governing document requirements for enforcement of the deed restrictions. He

indicated that the Board would initially focus on those restrictions which are clearly written, enforceable, and “good” in the sense that violations clearly have a negative impact on the community. He offered illumination of post lamps and cleaning excessively dirty roofs as two examples.

4. Volunteers for a “Fining Hearing” panel- In order to put some teeth (short of a lawsuit) into deed restriction enforcement Dan suggested that we need the ability to impose fines for non-compliance. To do this, by law we are required to offer violators (after appropriate notice) a hearing before a Fining Panel. We will need at least three and preferably five volunteers to serve on this low-workload panel when required. Two residents have already volunteered, and Dan is soliciting others. Dan Knauf made a motion to establish a fining panel. Norm Thetford seconded the motion. All were in favor.
MOTION PASSED.
5. Dan noted that the law allows the association to suspend the voting rights of any member more than 90 calendar days in arrears for any financial obligation to the Association. After Board discussion he proposed a resolution that such suspensions be automatic, which was passed unanimously.
6. Board/Association “approved” tree list- This agenda item was tabled until the next meeting.
7. Dan Knauf will send a letter to all residents discussing the new efforts at Board enforcement of the deed restrictions.

OWNER COMMENTS: None

DATE OF NEXT MEETING: 19 May 2015

ADJOURNMENT: The meeting was adjourned at 9:15 p.m. by unanimous consent.

Respectfully Submitted by:
Brian Bender
Community Association Manager

Approved: _____