

**PARK TRACE ESTATES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
May 19, 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 April 21, 2015 meeting and special meeting were approved by unanimous consent.

ADMINISTRATIVE BUSINESS:

1. HOA records, equipment, keys and file boxes will be disbursed to the appropriate board members.
2. All board members have signed a statement acknowledging that they each have read all of Park Trace's documents.
3. Bob Ungemach will get Brian Bender a copy of the directory to be mailed out USPS. Discussion ensued about the best way to handle this mailing. An email blast will be sent to homeowners asking for individual preferences for printing of phone number or email in the directory. They will be asked to provide an email response to Brian Bender who then will coordinate these details with Bob Ungemach.
4. The draft minutes of the meeting should be posted within one week of the monthly Board Meeting. In order for this to happen, the board members must respond to Brian Bender with any corrections to the Draft ASAP.
5. Before the meeting tonight, Wayne Nicholls resigned from his position as secretary of the Board of Directors. It is uncertain if he intends to step down from the board. The directors' and officers' list of duties and responsibilities need to be finalized. This is typically the Board Secretary's responsibility.

OFFICER'S REPORT:

PRESIDENT:

1. Dan Knauf discussed his president letter and the last board meeting. He wanted to stress that the Board will be enforcing all rules that are clear, enforceable without undue intrusion/disruption, and "reasonable."
2. Dan Knauf explained the practical and legal reasons why the Board will not be negotiating any "group" discounts for ANYTHING. Everyone had received a note from a plumbing company about fixing backflows. This was an advertisement and done for the county. In 2016 each homeowner will be notified by the County to coordinate this on their own. The board will not be involved.
3. Dan Knauf sent out several HOA advisories and alerts through email.
4. Dan Knauf emailed the Association's attorney to address several questions. The Board needs to make sure that all directors, officers and volunteers are indemnified and properly insured. Norm Thetford confirmed the insurance does

cover volunteers, officers, office manager and directors and this insurance indemnifies all of them.

VICE PRESIDENT:

1. Ed Bankemper reported that the upper section of the entrance planters are completed. He also will contact Jason (from Greeners) and start the process of phase II, the plantings at the lower portions in front of the entrance monuments. Additionally there are several nonfunctioning bulbs and sockets along Bay Street that Ed will replace to enhance our lighting.
2. Oak Briar foreclosure status - The owners tried to delay closing with false documentation. The Association's attorney was at the hearing and the resale date is set for June 23rd, 2015.
3. New locks, timer and drip line have been replaced.
4. Ed Bankemper will update the Sunbiz website so it is corrected and add Bob Ungemach as the communication officer.
5. Ed Bankemper will get the records from our past secretary. He will also make keys to ensure that everyone on the board will have one set.

SECRETARY:

No report due to the resignation of the Secretary.

TREASURER:

1. Norm Thetford reported that 8 members have not yet paid the yearly assessment. Two of those homeowners are in foreclosure. Their voting rights will be suspended until they are paid. Brian Bender will send a letter to those delinquent homeowners to advise them their voting rights are suspended until all fees are paid.
2. There is \$19,330 in the operational account and \$99,570 in savings. (NOTE: Wayne Nichols turned in his debit card and it has been shredded.)

COMMUNICATION OFFICER:

1. Bob Ungamach reported that we should only have one email address instead of two. He recommended that the Association use the gmail address instead of the godaddy address after review of both. Ed Bankemper liked having our own domain name. Dan Knauf likes parktracehoa.com because a lot of people did not understand the other email that read postmaster@parktrace. Dan Knauf motioned that the Association should go with parktracehoa.com. Ed Bankemper seconded the motion. All were in favor **MOTION PASSED.**

DIRECTOR:

BiBiche Knauf reported on the monies that may be coming to Park Trace from the class action law suit. The attorney involved with the settlement has spoken with the

Department of Justice. Today she got a response that the DOJ has agreed to pay back the attorney fees. The attorneys are in the process of allocating funds to the appropriate parties. The Board should know the amount allocated for Park Trace HOA by the end of the week.

COMMITTEE REPORTS:

1. Architectural Review Committee (ARC)
 - a. Board vote on 239 PTB lanai extension request-ARC recommended the board grant the homeowners' request. They answered all the questions that the ARC had concerns about. Norm Thetford made a motion to approve the request. BiBiche Knauf seconded the motion. All were in favor. MOTION PASSED.
2. There are no lighting or newsletter reports.
3. Ed Bankemper will take care of the welcoming committee. He will present a proposal for a gift basket at the next Board Meeting.
4. The Board voted unanimously to eliminate the "lighting," "newsletter," and "beautification" committees.

OLD BUSINESS:

Approved tree list -

Although the Deed Restrictions state that a list of approved trees must be available, so far, none exists. Prior to this meeting, a list was prepared outlining the approved trees for Park Trace. The board went over the list. If a homeowner wants to plant a tree that is not on the list, that homeowner will have to ask the permission of the board for it to be added to the list. The prepared list will also provide the Florida State and Sarasota County web site addresses which, clarify what trees are permitted/prohibited by County & State law. Mimosa tree was added to the grandfathered list. Norm Thetford made a motion to approve the tree list. Ed Bankemper seconded the motion. All were in favor. MOTION PASSED.

NEW BUSINESS:

1. Does anyone want to volunteer to be on the fining panel? No one volunteered. After brief discussion the Board agreed on e-mailing an appeal for volunteers for the remaining committees, Fining Panel (we have three but need a few more) and to serve as the fifth Director if Mr. Nicholls had also resigned as Director (NOTE: after the meeting it was determined that Mr. Nicholls had resigned both as Secretary and as a Director). Dan Knauf will work that with

Bob Ungemach, with a goal to appoint new volunteers at the 16 June Board meeting.

2. Vote on Violation Notices: Notices regarding Post Lamps and Moldy Roofs will be sent out by Casey Management ASAP. NOTE: Deed restrictions say that everyone has to have a post light with functioning photo-sensitive cell, illuminated from dusk to dawn. It will be stated in the notification letter that homeowners have until June 12, 2015 to correct these violations. Norm Thetford made a motion to approve the letters. Ed Bankemper seconded the motion. All were in favor. MOTION PASSED.
3. Vote on violation fee amounts: Proposed automatic \$100 fine per violation, and \$100 per day for continuing violations, for deed restriction violations of non-compliance with up to a maximum of \$1,000 fined per violation. After discussion, Norm Thetford made a motion for approval. Ed Bankemper seconded the motion. All were in favor. MOTION PASSED.
4. Erosion reserves fund - Estimates for future work are needed and the Board may want to vote at the November membership meeting the creation of a reserve account. Tabled for now.
5. Proposal for change to the Declaration of Restrictions amendment process. This is just up for discussion and no vote for tonight. A 2/3 affirmative vote of all the voting interests in good standing in the community will be needed. That would be 90 'yes' votes to get this done if all 134 homeowners are "paid up" in any financial obligation to the Association. Discussion followed on the pros and cons of changing this amendment process. After a suggestion by Jennifer Magoon, it was informally agreed by the Board to try to conduct that vote in October, vice at the November Membership Meeting.

OWNER COMMENTS:

1. A homeowner asked why don't all buyers get the deed restrictions? It seems it happens all the time. There was discussion on ways that the Board could help new buyers get them. Dan Knauf noted that Florida Law requires a specific notice about deed restrictions at the time of purchase, and that they are publicly available on the Park Trace website.
2. Is *Beautiful Ponds* still in charge of the Lake spraying? Yes. It was discussed that they are required to post 24 hours before they spray. Ed Bankemper will follow up with Beautiful Ponds about proper notification before spraying.

DATE OF NEXT MEETING: June 16, 2015.

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

Respectfully Submitted by:
Brian Bender
Community Association Manager

Approved: _____