

**PARK TRACE ESTATES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
June 16, 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 (by phone), BiBiche Knauf and Ed Bankemper.

MINUTES: The minutes for the May 19, 2015 meeting were approved by unanimous consent.

ADMINISTRATIVE BUSINESS:

1. There was discussion on our directory and what should be done to mail it to all members. We need to ask owners what information they would like to add or subtract from the directory. This would include email and phone numbers. We could do an email blast and mail a hard copy to the homeowners for whom the Board does not have an email asking for this information. BiBiche mentioned that Rivendell has a form that is sent to their owners that might be useful to look over. Casey Management and Bob Ungemach will coordinate this.
2. Dan Knauf discussed options for our legal representative. We have not always had a good experience during six years with our current attorney. Dan went over a proposal by Kevin Wells to review/revise our current documents. Dan suggested that we look for a firm which is not a "one man show." Dan asked to let him know of any good attorneys. He will have a proposal for how to proceed on this at the July Board meeting.
3. Volunteers-Dan had sent an email to the community to ask for volunteers to help with the community. He only received one response. That person will be available when back in the community in November. Dan asked members if anyone would volunteer to be on the board as the 5th member. No one volunteered.

OFFICER'S REPORT:

PRESIDENT:

1. Dan explained the "criminal elements loose in the neighborhood." We have a resident rooster that is running around and scratching out the mulch in some areas!
2. The office of Secretary remains open. Ed Bankemper volunteered to take care of this until our election in November.

VICE PRESIDENT:

1. Ed Bankemper reported that he needs to get several items from the previous secretary to get everything updated and current.
2. Ed presented welcome basket to give new home owners. The cost was around \$20. Dan Knauf made a motion to approve up to \$30 for a welcome basket. BiBiche Knauf seconded the motion. All were in favor. MOTION PASSED.

3. Keys were made so all board members have access to all Park Trace property.
4. Ed discussed how he will make sure new owners get the Park Trace documents before closing and once they close.
5. Since we had several board of directors changes this year. It was decided to change the officer update on www.sunbiz.com at the next election in November.
6. Ed went over the lights that are functioning and what needs repaired/replaced. Approval was given to replace the burned out bulbs and add 2 fixtures and bulbs at each entrance monument totaling 8 new fixtures in all.
7. Ed also suggests that we go to all LED's lighting. BiBiche asked if we go that route to please make sure they are the "soft white" LED's. Ed will research this and submit an estimate of the cost.
8. Ed found an irrigation company to check our system quarterly. He charges \$50 an hour and will go over everything. The company will do an evaluation on the current system and provide suggestions for improvement first. This was informally approved by the Board as a routine maintenance action.
9. There was some discussion of advance notice to residents of lake shoreline spraying. Ed mentioned that it would be regularly conducted in the final days of the month, and that that would be posted on our website.

SECRETARY: (Vacant)

TREASURER:

1. Norm Thetford reported that there are no new foreclosures. We did receive the estoppel for 801 Oak Briar Lane.
2. We have \$114,693 in our checking. \$99,576 in savings and \$15,116 in our checking account.
3. Norm is still waiting for a return phone call about the status of our credit/debit cards.
4. Norm confirmed that letters were sent by Casey Management suspending the voting rights of those home owners who are over 90 days late on their dues.

AT LARGE:

1. BiBiche Knauf reported on the legacy trail law suit legal fees reimbursement. The Department of Justice has approved reimbursement of the attorney's fees and Park Trace might receive, sometime in September, an additional \$63,059.05 from the settlement.
2. BiBiche suggested that we look into adding flag poles at our entrances. BiBiche will do some research on size and cost.

COMMUNICATION OFFICER

1. Bob Ungemach reported that the “straw man “web site is set up. He suggested that we get the website ready to put out sooner and see what homeowners like or dislike.

COMMITTEE REPORTS

1. Architectural Review Committee (ARC)-It was suggested that Bismark palms be added to the Approved species list. Ed Bankamper made a motion to approve the Bismark Palm. BiBiche Knauf seconded the motion. All were in favor. MOTION PASSED. Bob Ungemach will add the Bismark Palm to our online list of Approved tree species.
2. Dan Knauf has been talking with Bill Cutler to work on the social committee. Bill would like to coordinate some beach sunset get-together or a block party for Park Trace.

OLD BUSINESS:

1. Brian Bender reported for Casey Management that the wrong batches of violation letters were sent out from their network. He apologized for this mistake and will make sure future mailings are correct. No postage will be charged for this error. These violation letters will be discussed at the July meeting.
2. The proposed change to the By-laws, approved at an earlier Board meeting, has for several reasons not been registered with the County, and therefore is not in operation. For now, should there be a Board tie vote, the motion under consideration will fail. Dan Knauf indicated that in the event of a tie vote, if the issue is not pressing, it will be postponed until a subsequent meeting. If it IS pressing (e.g., a 30-day requirement for approval/disapproval of a homeowner’s request to build/modify their property), then in a tie vote that motion will fail. Dan Knauf said he will revisit this issue after the Board reviews its legal support.
3. Casey Management did send out the letters notifying owners, that where over 90 days late in paying amounts due the Association, that their voting rights are suspended until all their amounts due are paid in full. Dan Knauf emphasized that this is not just for basic fairness, but also to eliminate deadbeat homeowners from the base calculations for membership votes – on quorums, percentages required, etc.

NEW BUSINESS:

1. Erosion Reserves Fund- Dan Knauf explained that we should get maintenance estimates our erosion/lakes. A reserve fund should be created and voted on at our next membership meeting in November. BiBiche Knauf will work on proposals and cost estimates.
2. Dan Knauf discussed the process of changing our Declaration of Restrictions. The Board discussed and agreed upon a proposal to be put to the entire membership in a mail vote this October. An amendment would require at least a 75% of affirmative votes of those votes properly cast by the voting interests in good standing, provided that a majority of voting interests actually cast a vote. To break it down to numbers. If all 134 homes are in good voting standing, to

amend our deed restrictions would require a minimum of 68 votes to be cast (a majority), and 51 of those could carry an amendment to our deed restrictions. Currently we need two-thirds “yes” votes of all the voting interests (90, if all 134 are in good standing), which has been next to impossible, especially since not casting a vote for any reason counts as a deliberate “no” vote. The board will vote at the next meeting if we want to proceed with this for an October mail vote. Dan Knauf pointed out that healthy homeowner associations review and update their deed restrictions frequently – usually annually.

OWNER COMMENTS:

1. There is a sidewalk that is raised in front of a home, who is responsible to fix it? The county needs to be called to fix it.
2. Is Park Trace in a flood zone since FEMA rezoned areas? Park Trace is not in a flood zone, although Dan Knauf pointed out, that as a practical matter, FLORIDA is itself a “flood zone” and that flood insurance is inexpensive and generally a good idea.
3. There was some discussion about a homeowner who was concerned about our landscaping company “dumping” organic cuttings in the far back lake area. The homeowner was not present, and the Board decided not to take any action on that at this time.

DATE OF NEXT MEETING: 21 July 2015

ADJOURNMENT: The meeting was adjourned at 9:00 p.m. by unanimous consent.

Respectfully Submitted by:
Brian Bender
Community Association Manager

Approved: _____