

**PARK TRACE ESTATES HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
January 19, 2016**

CALL TO ORDER: The Board of Directors meeting was called to order by Dan Knauf at 7:01 p.m. It was confirmed that proper notice had been posted and a quorum was established with the following Board members in attendance: Ed Bankemper, Dan Weiss and Norm Thetford. Linda Koven was absent.

ADMINISTRATIVE BUSINESS:

1. Approval of the December 15, 2015 board meeting minutes. Ed Bankemper made a motion and Norm Thetford seconded the motion to approve the minutes with corrections. All were in favor. MOTION PASSED.
2. Delivery of the directory to all members is slated for January. It has been suggested that we email the directory instead of regular mail. This will save money and by the time it is printed it would be out of date.
3. Brian Bender was excused from the meeting while the Casey Management contract was discussed. Dan Knauf will respond to a proposal from Bridget Spence of Casey Management with some requests for revisions.
4. Dan Knauf reported that the board voted at the December 15th meeting to spend up to \$500 for new holiday lights.

OFFICER REPORTS

President-Dan Knauf

1. Welcome to any new members or members that are at their first board meeting. Chris Kelly at 264 Park Trace Blvd.
2. We have several things we are currently working on as a board. The Bay St. extension and sound wall, Rivendell entrance closing, contractor review and disposing of any excess funds.
3. Park Trace is in need of volunteers for the fining committee. Currently we only have one on the committee.
4. 849 Oak Briar Lane. The board has given the owners two weeks' notice to remove the dead tree behind their house. We have a \$175 quote from Get R Dunn to flush cut the tree. This home is scheduled for a foreclosure sale on February 10, 2016.
5. 240 Park Trace Blvd Foreclosure. There was discussion on whether or not we should have our attorney attend the foreclosure trial. None of the board members felt there was a need for our attorney to be involved at this time.

Vice President-Ed Bankemper

1. Ed brought in the new soft white LED lights to show everybody. The old casings are not in good condition or very attractive. Ed presented the new fixtures that will be put on

Bay Street. These LED lights will be adjustable so we can make sure they do not shine in any neighborhood windows.

Secretary-Dan Weiss

1. Dan Weiss reported that Norm Thetford will do the registration of officers on the annual report.
2. All directors except Linda Koven have signed a certification form for the association. She has 90 days to complete this from the annual meeting date (i.e., must be signed by February 15 – Dan K. is contacting her to get this done).
3. There was discussion on how to figure out which properties are rented. Dan W. explained the only way to know is if the mailing address on file does not match the address on the County website.

Treasurer-Norm Thetford

1. In December 2015, the statutory reserve fund was established. Currently, we have \$20,000 in a five-year CD, \$15,000 in a three-year CD, and \$15,000 in a four-year CD. All three CDs are FDIC insured.
2. 111 owners (i.e., 87%) have paid their 2016 assessments.
3. Account balances are as follows: Checking, \$26,140; Money Market, \$84,605; CDs, \$49,806.

Communications Officer –

1. Bob Ungemach was not able to attend the meeting.
2. Dan Knauf will talk with Linda Koven about taking charge of the consumer reports for our website as well as the welcome responsibility.

External Liaison Officer-BiBiche Knauf (report by Dan Knauf)

1. There is nothing new on the Bay Street extension from the last meeting. Friends of The Legacy Trail volunteers have started to clean up the house at Osprey Junction. Any questions, email her at Bbchknauf@yahoo.com. Street lights have been installed on Pine Ranch Road. It is believed that this is a private road.

Committee Reports

ARC- No report

Dan Knauf reported that there's a tree that is in really bad shape or possibly dead between 111 and 119 Park Trace Blvd. He suggested we have Get R Dunn check it out. Get R Dunn should also do a survey of the area to see if there are other trees that need attention. He asked that residents let the board know if they notice any trees that look like they could be a danger. He also reminded residents that our deed restrictions require owners to remove dead trees.

Social Committee – Bill Cutler

Dan Knauf read Bill Cutler's report on some social ideas for Park Trace. He suggested designating the last Tuesday of each month to meet before sunset to have games and prizes for the winner. February 2 could be the Park Trace “House of Cards” night. We would need a minimum of eight couples in order to make this happen. In March, we could have a cul-de-sac party. Other suggestions include meeting at Mad Moes for half-price appetizers and meeting at Spanish Point for the night boat cruise. Dan K. will take suggestions up with Bill Cutler before the next Board meeting.

Old Business

Janet Jarzyna thanked, by name, the eleven people that helped with the holiday decorations.

New Business

1. Many of our mailboxes seem to be loose at the base. Dan Knauf suggested we hire someone to re-do all of the mailbox bases. Norm made a motion to ask Greeners for an estimate on reinforcing the bases of the mailboxes. Ed seconded the motion. All in favor. Motion passed.
2. Dan Knauf stated that our electric and irrigation equipment infrastructure is in need of upgrades. The electric boxes need to be anchored and replaced. We need a professional electrician to do this. Ed Bankemper agreed to arrange contacts to check these out and to notify Dan Knauf of each on-site inspection.

MANAGEMENT COMPANY REPORT/QUESTIONS– No report

Homeowner’s Comments

1. It was suggested we have the annual yard sale in March rather than April so more residents are here.
2. Someone asked if anyone has talked to Rivendell about gating their entrance into ours. There has been no communication with them.
3. There was discussion about a dog not being leashed.
4. There was brief discussion about a Park Trace sign having fallen down. Both Dan K. and Ed B. indicated they would check into it.

ADJOURNMENT: The meeting was adjourned at 8:54 p.m. by unanimous consent.

Respectfully Submitted by:

Brian Bender
Community Association Manager

Approved: _____