

PARK TRACE ESTATES HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS

September 20th, 2016 – 7:00PM

APPROVED

CALL TO ORDER

The Board of Directors meeting was called to order by Dan Knauf at 7:02PM. It was confirmed that proper notice had been posted and a quorum was established with the following Board members in attendance: Dan Knauf, Ed Bankemper, and Linda Koven and Norm Thetford by phone.

INTRODUCTION OF BOARD MEMBERS & MANAGEMENT

Dan introduced himself, Ed, Norm and Linda for two new owners and others in attendance.

ADMINISTRATIVE BUSINESS

1. Approval of the August 16th, 2016 board meeting minutes. Ed seconded the motion, and all were in favor.

OFFICER REPORTS

President-Dan Knauf

1. Discussion regarding two of the title transfers within the community, and that the banks have been contacted and repairs on one home will be repaired by ServPro.
2. There was an update on the delinquent Assessments, which all but two were in good standing.
3. Discussion on when to put the trash out, but was to be reviewed at a later date.
4. There was no report on any abusive behavior in regards to political signs up in the Association.

Vice President- Ed Bankemper

1. A discussion took place in regards to the irrigation infrastructure, Ed is to obtain more information and quotes before the new plants are to be installed.
2. Ed took up the common areas lakes, regarding their health and that all was in line with Beautiful Ponds. However the subject of the erosion problem was tabled pending further review as to which owner would be responsible and will be determined by more information gathering regarding the owners property lines.
3. There was a discussion regarding the tree trimming status and recommendations on vendors. To be determined.
4. In regards to the dead oak tree close, or on, one property line was tabled pending Managements letter and response from the owners.

Secretary - Dan Knauf

1. Dan Knauf discussed the importance of keeping up with the official documents, as well as an Association property list. Management stated that the owner files and directory were kept secure at the main office of Casey Condominium Management.
2. Ed agreed to look into purchasing speaker phones for use in future Board Meetings for conference calls.

Treasurer - Norm Thetford

1. Norm reported on the status of the voting rights suspension and is waiting to hear back from Cavanaugh & Co.
2. Norm also discussed the current Financial Statements, and that all accounts were in good shape.
3. Norm is working on the 2017 Budget and will get this prepared in order to be mailed out to the Membership for the November Annual / Budget Meeting.

Director - Linda Koven

1. Linda discussed reported on the website. The password protection section is still under review and was tabled. The “Where to call for...” list was in operation but will need more time to review and add additional content.

External Liaison Officer - BiBiche Knauf

1. BiBiche reported that the Bay Street extension official was in contact with her, but they were still waiting approval from the United States Corps of Engineering.

Committee Report:

1. Bill Cutler discussed the next social event. The door prizes for members in attendance to be decided, as well as the date.

Old Business

1. Dan discussed the Board of Directors approval for the revision of the deed restriction, and amendment voting process. Dan is to draft a letter regarding this and other matters. Ballots will be mailed by Casey Management in October before the deadline.
2. There was a discussion regarding the holiday decorations and that Janet Jarzyna is making perfect headway in obtaining new, energy efficient decorations for the entrances.

New Business

1. Management discussed that the weekly inspections were going according to schedule, that owners are still being sent first and second notices. Management also reported that the nightly inspections would be scheduled accordingly.

MANAGEMENT COMPANY REPORT – Taylor Anderson, LCAM

1. The Board of Directors and Management discussed the importance of the November Annual Membership Meeting, and that Dan would sit down with Taylor Anderson to discuss in the weeks to come regarding the mailing.

ADJOURNMENT: Dan Knauf requested a motion to adjourn. Ed seconded and all were in favor. The meeting was adjourned at 8:41PM.

Respectfully Submitted by:

Taylor Anderson, LCAM
Community Association Manager

Approved: _____