

PARK TRACE HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
May 16, 2017

Meeting Minutes

Call to Order – Proof of Notice – Proof of Quorum

The meeting was called to order by John Calia at 7 PM. Proper notice was posted on the property in accordance with Bylaws and statutory requirements. A quorum was present with John Calia, Norm Thetford and Bill Statz. Denise Duffina of Casey Management was also present.

Introduction of Board Members

John Calia stated there were no new board members to introduce.

Introduction of New Members in Attendance

John Calia stated there were no new owners in attendance.

Administrative Business

- **Vote Approval of April Board Meeting Minutes**

A motion was made by Bill Statz and seconded by Norm Thetford to approve the Board Meeting minutes of April 18, 2017 as amended. All were in favor and the motion passed.

Officers' Reports

- **President**

John Calia stated the Board of Directors was in receipt of a resignation dated May 10, 2017 from Ed Bankemper, effective immediately. Therefore, there was no president's report.

- **Vice President**

John Calia reported Ed Bankemper had been working with the irrigation vendor to repair the system. The vendor had assessed there is leaking in the system, but where is yet to be determined.

849 Oakbriar – The bank took care of the roof leaks and has cut down the dead trees on the lot, and work on the inside has begun. Management to send letter for post lamp not lit and roof cleaning needed.

240 Park Trace – There is still deferred maintenance the new owners must take care of. There also appears to be tenants living in the house. Management to send letter explaining the rule of one year ownership before able to rent to tenants.

456 Park Trace – He stated he noticed the last few times he's driven by this house that the kayaks are in the garage. A discussion followed. An owner asked what the procedure was for violations in the association. Norm Thetford then explained how violation notification and fining process works.

- **Secretary**

Bill Statz reported FPL had been contacted for the street light that was out. They were responsive in a timely fashion. The phone number for FPL is on the association website.

- **Treasurer**

Norm Thetford reported figures up through May 16, 2017 as:

Checking Account	\$ 12,853.00
Savings Account	\$ 64,654.03
Reserves Account	\$ 60,435.53
Total Assets	\$137,942.56

- **At Large**
Linda Koven was not in attendance to report.
- **Communications Officer**
Bob Ungemach reported residents are discussing backflow preventers on the NextDoor website. He then spoke about backflow prevention testing letters, of which he explained each lot owner is responsible for the inspection and any repairs or replacement necessary. Per Sarasota County, a valve replacement is only necessary when it fails the inspection. He has found Hooper's is reasonable in cost for the inspection and any replacement. Each inspection is good for two years. All pertinent information has been added to the website.

External Liaison Officer (Vacant)

John Calia stated this position is still vacant. An owner asked what duties does this position entail? The external liaison officer is the point of contact in dealing with the county. Owner Ralph Monti volunteered. Owner BiBiche Knauf explained the liaison attends meetings of the county or meets with them when a representative of the Park Trace association is needed, to pass on important information as it may affect Park Trace, all when a board member is not available to fulfill these actions. A discussion followed. Bill Statz said he had learned it is not known when the Bay Street extension project will begin, and added he could help and step in to attend county meetings if Ralph Monti was unable to.

Committee Reports

- **Architectural Review Committee**
Tree Removal – 255 Park Trace Boulevard – Sally McCurdy reported this tree was removed last month and had nothing to report for this month. She then announced she has to resign from the committee immediately, and turned in her letter of resignation to the board. She also said she would be happy to train a new person. She also handed in a letter of resignation from another committee member, Stephanie Lane, effective immediately.

Old Business

- **Entrance Landscaping**
John Calia stated some irrigation repairs are needed at both entrances. There have been no bids received yet. Once the irrigation pump is up and working again, then the new plantings at the entrances will be installed, so the order will be the pump, irrigation system and then the plantings. He stated he could not give a timeline at this time and that he knew these items have been ongoing for a year. An owner interjected the irrigations system has been poorly performing for years. John Calia also said someone should meet with landscape for plant design purpose and to oversee plantings are what and how the board envisioned. Bob Ungemach stated he would be willing to meet vendors concerning the design. John Calia also said he would like to look for a landscape vendor who is a one-stop-shop, i.e. landscaping maintenance, planting design, trimming, lawn fertilization and insecticide and irrigation system maintenance/repairs. He further stated he felt that could possibly save the association money. He then said, the board will be reviewing all current common area vendors' contracts.
- **360 Park Trace Boulevard Color Palette Oscar Scherer State Park – acceptance letter from OSSP**
Bill Statz stated he had received a letter from the park, and they approved the color as an earth tone. He explained because of deed restrictions for houses that border the park, exterior house paint colors facing the park must be approved by the park. A discussion followed.
- **Bay Street Extension – pending External Liaison Officer volunteer/appointment**
John Calia said it's really hard to obtain information from the county, but stated the county has said it will not erect a fence on the association property, even though once built, the county says the association would be responsible for its maintenance as stated in a maintenance agreement the county wants between them and the association. He said the board should know what exactly is entailed in maintaining the wall before considering signing an agreement. The wall would be less than 500 feet in length to run behind four houses. He then stated a request has been made by an owner to extend to cover another two houses to block the view and noise, which would be about \$30,000 for approximately an additional 300 feet. He feels it's not a good use of association money. An owner in attendance stated one of the affected owners previously had removed a natural barrier of trees and hedges (the corner house at the east entrance).

- Committee Memberships – fining, landscape, social
John Calia put forth a plea for committee members for community involvement, maybe even starting up some new committees. Owner Helen Statz volunteered for a welcome committee. A discussion followed concerning putting together a fining committee and its necessity. Owner Mel Schroeder volunteered for the ARC committee and owner Margaret Monti volunteered for the landscape committee. Ralph Monti suggested a regularly scheduled newsletter for the community. A discussion followed.

New Business

- Board Membership
John Calia stated Ed Bankemper sold his house in just four days and has resigned from the board, so now there are vacancies on the board to fill with volunteers.

Homeowners' Comments/Questions

BiBiche Knauf –

- 1) With the starting of a new property manager, would the violation procedure process be followed and inspections performed and reported?
- 2) Her husband, former president Dan Knauf, is very familiar of past issues and projects, including paperwork, warranties, etc. A discussion followed.

With no more business to come before the board, John Calia thanked everyone for their participation, views and suggestions.

Adjournment

A motion was made by John Calia and seconded by Norm Thetford to adjourn the meeting. All were in favor and the meeting adjourned at 8:10 PM.

Respectfully submitted,

Denise Duffina, Association Manager
Casey Condominium Management, LLC