

PARK TRACE ESTATES HOMEOWNERS ASSOCIATION, INC
BOARD OF DIRECTORS MEETING
JANUARY 15, 2013

CALL TO ORDER: The Board of Directors meeting was called to order by Elida Ramberger 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:

BiBiche Knauf Jennifer Magoon Mary Lou Mings Elida Ramberger Mike Simpson

APPROVAL of MINUTES: The minutes of the Board of Directors Organizational Meeting held on November 12, 2012 were not available for review. They will be sent to the BOD and will be approved at the next meeting.

UNFINISHED BUSINESS:

Update on Homes in Foreclosure: Mike Simpson reported that six homes remain delinquent in dues, however those foreclosure actions that have settled successfully in regard to paid up balances have allowed the Association to use those funds for the replacement mailbox initiative and for the recent new plantings in the common area. The Board will continue to work with legal counsel in this area.

Class Action lawsuit settlement status: BiBiche Knauf reported on the matter with the Legacy Trail that the court has awarded \$487,298.00 to the Association. One third (or 33.333%) of this total will be deducted from the award for attorneys' fees or \$162,431.04. Therefore, two-thirds (or 66.667%) of this total will be the amount the Association will receive or \$324,866.96. Final judgment occurred on December 12, 2012 and the settlement is expected shortly. The Board is working with Cavanaugh & Company, Certified Public Accountants on this matter as funds may go directly to the Association or flow through to the members of the Association.

Vendor Review: Elida Ramberger reported that Board members met individually with the current vendors to the Association and that no immediate change is planned. Jennifer Magoon met with Cavanaugh & Company and reported that a new person will be assigned to the account. Elida Ramberger reported that electric service to the entrance monuments is minimal at best and caution is needed when adding lights. This was noted during decorating for the holidays. BiBiche Knauf met with Jason Johnson of Greeners to discuss landscaping and irrigation for the common areas and the foreclosure homes. The irrigation is not in great condition, but will continue to effectively water the new plantings of last year. Mulch has been installed. The fence along Bay Street is in need of cleaning. Mike Simpson talked with Casey Management and Attorney Kevin Wells regarding administrative and legal matters respectively to understand each party's role in association representation.

Website: Elida Ramberger would like to improve the functionality of this online benefit.

Resources: The Board has purchased a lap top computer for Association business. Past President Ed Bankemper has donated a lap top for use by the Association for accounting purposes.

Alligators & SNAP: Mary Lou Mings reminded all that alligators are present and that the Association participates in the Statewide Nuisance Alligator Program (SNAP). There were two incidents reported with alligators exhibiting aggressive behavior. Homeowners should contact the Board if a problem is detected. Mrs. Mings also announced that she will maintain the Association directory.

FINANCIAL REPORT: Jennifer Magoon reported that the cash held in banks total \$40,595.05. The amount of \$23,597.87 is the year end balance of the money market account along with \$16,061.48 kept in the checking account.

NEW BUSINESS:

Proposed Committees: The Board intends for members to become involved in the Association through committee involvement. A Welcome Committee is an important function and should be maintained. An Entrance Beautification Committee is also very important. An Architectural Review Committee will also be established since this function had previously been handled by the Board of Directors. This committee will see that homeowners comply with the various deed restrictions and have control of the neighborhood appearance.

Announcements: The Gulf Gate Library will close on January 19th and will reopen in February at the Sarasota Square Mall. The Sarasota County Sheriff's department will be using the park entrance for training and more stop signs are to be installed near the trail.

Meeting Schedule: The Board discussed the need for monthly meetings for the near future. The next meeting is scheduled for Tuesday, February 19, 2013 at 7PM at Historic Spanish Point.

Reminders: Those in attendance were reminded that pet owners must curb their dog and that the Deed Restrictions are posted on the website for easy reference.

Owner Comments: It was suggested that Aquagenix (the vendor for lake maintenance) evaluate the condition of the lakes within the property. It was also suggested that the Bylaws should be amended to prohibit members with delinquent accounts from voting.

ADJOURNMENT: The meeting was adjourned at 8:17 p.m. by unanimous consent.

*Respectfully submitted: 1st Draft – 2/5/13
2nd Draft – 2/18/13*

*Scott B. Diamond
Association Manager*

Approved by: 

PARK TRACE ESTATES HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting

February 19, 2013

CALL TO ORDER: The Board of Directors meeting was called to order at 7:03 p.m. by President Elida Ramberger. It was confirmed that proper notice had been posted and a quorum was established with the following Board members in attendance: BiBiche Knauf, Jennifer Magoon, Mary Lou Mings, Elida Ramberger, and Mike Simpson.

MINUTES: The minutes of the Board of Directors meetings of November 12, 2012 and January 15, 2013 were reviewed. Mike Simpson moved to approve both sets of minutes as submitted. Seconded by Jennifer Magoon and approved by all.

OLD BUSINESS / OFFICER REPORTS:

Mike Simpson, Vice President: Four homes (801,818, OBL) (240 PTB) & (201 WBW) remain in foreclosure status with assistance from the attorney to recover back fees. Three homes are in Pre-foreclosure and behind in payments (849 OBL) (360, 464 PTB) along with three delinquent accounts from 2012. The cost of maintenance provided to individual homes is billed to the delinquent account along with attorney fees and interest. The Board met with the law firm for a complimentary one hour review session. They have been diligent in their work regarding the Association.

Mary Lou Mings, Secretary: The new computer is up and running and will be used to update the association directory. The community garage sale is scheduled for Saturday, March 2nd from 8AM to 2PM. Rain date March 9th. There will be a \$44.00 charge for advertising the event. Events of this type plus meeting notifications of meetings will be sent electronically from this new computer.

Jennifer Magoon, Treasurer: For the year ending December 31, 2012, Cash on Hand-\$36,141.50, Accounts Receivable-\$5,815.14, Accounts Payable-\$532.68, Pre-paid Assessments-\$7,361.00. Year to date income - \$56,621.75 along with year to date expenses totaling \$73,987.44 generating a loss of \$17,365.69.

BiBiche Knauf, Director-at-Large: Settlement award from class action suit not yet distributed. It was reported that both Stoneybrook and Turtle Rock will also receive settlements and their proceeds will go into their respective reserve accounts. Park Trace is consulting with professionals in order to minimize tax implications. Mrs. Knauf met with Mike from Aquagenix in regard to the health of the lakes. Vegetation will continue to exist within the lakes and Greeners will no longer leave grass near the lake banks. Greeners is maintaining the irrigation system, completed mulching, and has finished the necessary trimming. The fence will be cleaned tomorrow, February 20th.

Elida Ramberger, President: In touch with website companies for suggestions to make the Association web presence look a little better. Meeting minutes and financials will continue to be posted on the site. Letters written on behalf of the Association will also be posted. Through the website, responses to homeowner requests are done immediately. In the event a request should be denied, the Board will respond within thirty days of the request. The electrician will be out to straighten out the interaction between the automatic timer and the photo cell that operates the lighting for the front entrances.

NEW BUSINESS:

Committees: Elida Ramberger reported that since the last meeting, there were no volunteers for service toward: Beautification, Welcome, or Architectural Review. At the time of the meeting, one owner in attendance volunteered to serve on the Welcome Committee. Another owner questioned the role of the Architectural Review Committee. It was explained that this committee would review compliance matters in relation to the deed restrictions and would report to the Board with their recommendations. Five owners in attendance volunteered to serve on this important committee.

Deed Restriction Notification and Fines: Mike Simpson referred to the state statute 720.305(2) that would allow the Board to fine an individual owner up to \$100 per day to a maximum of \$1,000 for a violation after giving proper notification of the violation of the deed restriction.

Voting Rights of Delinquent Owners: Mr. Simpson also stated the Board could suspend the individual voting rights of any owners that are ninety days delinquent with their annual assessments.

Governing Documents: Mr. Simpson further commented on the need for revisions to bring the governing documents up to date with the hope to be able to administer the business of the Association without difficulty.

OWNERS COMMENTS:

Some of the new mailboxes appear to have loosened from the base. The parking lot near the park entrance will open next month. Many of those in attendance thanked the Board for their efforts to date.

ADJOURNMENT: At 8:30 pm, the meeting was adjourned by unanimous consent.

Respectfully submitted: 1st Draft – 3/5/13

*Scott B. Diamond
Association Manager*

Approved by: _____

PARK TRACE ESTATES HOMEOWNERS ASSOCIATION, INC
BOARD OF DIRECTORS MEETING
MARCH 19, 2013

CALL TO ORDER: The Board of Directors meeting was called to order by President Elida Ramberger 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: BiBiche Knauf, Jennifer Magoon, Elida Ramberger and Mike Simpson. Mary Lou Mings was absent.

MINUTES: The Board reviewed the minutes of the February 19, 2013 meeting. After review, corrections were made to the first two paragraphs of the second page. A motion was made by Mike Simpson to approve the minutes as corrected. It was seconded by Jennifer Magoon and approved by all voting aye.

UNFINISHED BUSINESS:

Elida Ramberger: Requests for Proposals have been sent out to companies in an effort to revamp the current website. The Association has been updating email addresses, but not for the purpose of logging in to the current website. As to the lighting on Bay Street, RFP's will be developed for electrical lighting upgrades. Automatic clock timers will control the lights and the photo cells will be removed. Currently, 28 homes do not receive emails from the Association.

Mike Simpson: 4 homes still remain in foreclosure and 3 are still in the pre-foreclosure state. The attorneys continue to watch these matters closely. The property at 818 OBL to be worked on by Greeners this week with the costs being charged back to the lender. 801 OBL was taken back by the lender and cleanup will begin by bank. 280 PTB is now for sale. When properties settle, back fees, penalty, interest, and legal fees are recovered by the Association.

Jennifer Magoon: Cash on Hand amounts to \$400,005.00. \$324,866.96 of that represents the proceeds of the Legacy Trail settlement which is being held in a money market account. 14 homes are not current with the payment of their 2013 dues.

Mary Lou Mings: Elida Ramberger reported on behalf of Mary Lou Mings that Microsoft products have been successfully loaded in to the Association computer. As to notifications, an attempt will be made to collect the email addresses of the 28 homeowners that do not receive electronic notifications from the Association. Notices will continue to be posted on the message board. A directory will also be compiled.

BiBiche Knauf: As previously stated, the settlement has been received. As to the common areas, mulch has been installed, the fence has been cleaned, and irrigation repairs have been made near the Legacy Trail. A new hose bib at the east entrance has been installed. The park is scheduled to open within six weeks along with police training to be conducted. Asphalt to be installed along with plantings on the south side of the park (Osprey Junction Trail Head).

GENERAL TOPICS:

Meeting to discuss settlement funds management: A special meeting is scheduled for Wednesday, April 10, 2013 to discuss this important matter. The next regular Board of Directors meeting will be on Tuesday, April 16, 2013.

Mailbox Update: Maintenance requests will be handled one at a time by the request of the homeowner.

Requests for Exemptions to Deed Restrictions: A request for a permanent basketball backboard and rim to be installed was denied. Portable basketball systems are permitted provided that they be stored in the garage when not in use. A request to arrange for a petting zoo for a children's party was also denied.

Committees:

Architectural Review Committee (ARC) members – Standing Committee to support the Board of Directors: Les and Sally McCurdy, Stephanie Lane, Judy Holton, Don Papa, and Holly Keenan.

Welcome Committee: A plant to be given to the new neighbor at 202 WBW. Approximate cost to be \$20.00.

Beautification Committee: Plants purchased for the monument area at an approximate cost of \$75.00.

Miscellaneous: A feral cat will be fostered by a homeowner. Coyotes have been spotted throughout the community.

HOMEOWNER COMMENTS: Bicycle groups have been observed traveling through the neighborhood with little regard for Park Trace residents. Homeowner Dan Knauf reported that three police reports were filed involving three incidents in which his wife felt threatened by the behavior of a Park Trace resident while this resident was driving a motor vehicle and also a bicycle. These are public records because they are not involving a minor.

ADJOURNMENT: At 8:30pm, the meeting was adjourned by unanimous consent.

First Draft – 4/10/13

Second draft – 4/16/13

Respectfully submitted,

*Scott B. Diamond
Association Manager*

Approved: _____

PARK TRACE ESTATES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
APRIL 16, 2013

CALL TO ORDER: President Elida Ramberger called the Board of Directors meeting to order 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: BiBiche Knauf, Jennifer Magoon, Mary Lou Mings, Elida Ramberger and Mike Simpson.

MINUTES: The minutes of the March 19, 2013 Board of Directors meeting were reviewed. Elida Ramberger moved to accept these minutes as submitted. Seconded by BiBiche Knauf and approved by all.

UNFINISHED BUSINESS:

Mike Simpson: The bank owned home at 818 OBL has been cleaned up and is currently for sale. Four homes remain in foreclosure status while three are in pre-foreclosure.

Jennifer Magoon: 14 homes remain on the accounts receivable list as delinquent.

BiBiche Knauf: A proposal in the amount of \$751.50 was received from Greeners Landscaping to install a new drip irrigation line for the new shrubs along Bay Street. The presence of dollar weed throughout the common area was discussed. At individual residences, it would be the responsibility of the individual homeowners. At the wetland area it would be the responsibility of Aquagenix, the company retained by the Association. Some mailboxes may have to be relocated due to the proximity to storm drains. A light fixture is broken along Bay Street and will be repaired.

Mary Lou Mings: The HOA computer will be used for archive purposes. Notice board will be cleaned up and be more informative. Plans to print a homeowners' directory were discussed.

Elida Ramberger: The Board will be using parktracehoa@gmail.com for correspondence. This new address will eventually replace postmaster@parktrace.com. Having some difficulty in finding a new website designer and provider. Estimated cost to be \$2,000. Resident Mary Lou Ribovich has volunteered to update the website. The Board has been responding to all residents' emails. A discussion occurred in regard to installing signage to warn about alligators on the property. This discussion was tabled pending legal review.

COMMITTEE REPORTS:

Architectural Review: The committee will review deed restrictions that pertain to this committee. Will meet with the Board of Directors and advise accordingly.

Beautification: This committee will decorate for national holidays.

Welcome: A new owner has moved to Willow Bend Way and will be sent a plant from the Association.

NEW BUSINESS:

Update on Suggestions for use of Settlement Funds: Out of 42 responses to date, the three most popular suggestions are: 100% of the money remains with the HOA, the money is equally divided and is refunded to all owners, and finally a partial refund to all owners with a stipulated amount to remain in the HOA account for specific reasons. More to be reported by the next meeting.

Opening of the Osprey Junction Trailhead Park: Scheduled date is April 20th.

Sarasota County Parks & Recreation: An employee of this department was approached by a Park Trace resident who was disturbed by all of the noise caused by the work being done at the park. This employee was threatened with violence if he continued to do his work and eventually resigned his position with the County.

HOMEOWNERS' COMMENTS: Resident Bill Cutler volunteered to assist in the production of a newsletter for the good of Park Trace Estates. The Board appreciates the good attendance by homeowners at its regular meetings.

ADJOURNMENT: There was no additional business to come before the Board; the meeting was adjourned at 8:15 p.m. by unanimous consent.

*First Draft – 5/19/13
Second Draft – 5/21/13
Respectfully submitted,*

*Scott B. Diamond
Association Manager*

Approved: _____

PARK TRACE ESTATES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MAY 21, 2013

CALL TO ORDER: The meeting was called to order by the President, Elida Ramberger, at 7:02 p.m. It was confirmed that proper notice was posted. A quorum was established with the following Board members in attendance: BiBiche Knauf, Jennifer Magoon, Mary Lou Mings, Elida Ramberger, and Mike Simpson.

MINUTES: The minutes of the April 16, 2013 Board of Directors meeting were reviewed. Mike Simpson moved that the minutes be accepted. Seconded by Jennifer Magoon and approved by all.

UNFINISHED BUSINESS:

Mike Simpson: No change in the foreclosure situations. The Fannie Mae owned home (818 OBL) has requested a payoff amount. Would appear that there is an approved and interested buyer.

Jennifer Magoon: \$38,628.71 is the current check book balance along with \$352,032 kept in savings. There is \$936.10 held in petty cash. 6 properties are delinquent in paying the 2013 dues, 1 home is delinquent for 2012 & 2013 and 2 owners have small unpaid balances.

BiBiche Knauf: Two proposals have been received for replacement of the Rain Bird controller and a new drip line that is needed. Greeners quote is for \$751.50 and Blue Heron submitted a quote for \$2,375. After some discussion, Mike Simpson moved to accept the Greeners proposal which was seconded by Mary Lou Mings. Approved unanimously. Greeners will hand pull weeds and spray before the end of the week. Turfmaster has treated the common area for Fire Ants and will apply a second treatment. Graham Electric has quoted \$265 to replace the entrance lights. But before any work is done, the Board voted to get an estimate for updating the receptacles for the Christmas lighting. Graham also proposed new fixtures for \$110 each plus a posts and lamps along with \$35 for labor. American Drilling, which replaced the irrigation pump, gave a quote of \$875.00 for a new 44 gallon bladder. Since two (2) present homeowners volunteered to provide some company names to perform the job at a lower cost, The Board decided to wait and to get some additional estimates. The Association will look into moving some mailboxes that are in close proximity to storm drains. Will seek homeowner approval in each case. BiBiche also brought up the ongoing problem of erosion to the lake banks. The findings from SWFMD and Aquagenix were brought into the discussion. Rip Rap Rock could be installed or a Geotec Tube (a big sock 6 feet wide and 2 feet high) could form a sand bag for use around the lake. The cost to be approximately \$30 per linear foot.

Mary Lou Mings: Thank you to Hank Holton for gathering the remaining email addresses on behalf of the Association. New data sheets will be distributed in an attempt to establish a more accurate association directory. This is important to accomplish as we are close to the start of hurricane season.

Elida Ramberger: Corresponded with attorney Kevin Wells on his recommendations to certain questions from homeowners on how to handle the settlement funds received as compensation for taking property of the Association. Spoke to several website designers, but not really satisfied with the results. Continuing to respond to homeowners' emails.

COMMITTEE REPORTS:

ARC: The process has begun to review the current deed restrictions. The next meeting will be on June 3rd. The Board created this standing committee that consists of Holly Keenan, Sally and Les McCurdy, Stephanie Lane, Brenda Creech, and Don Papa. A homeowner's request to remove trees was received and the Committee will look into this. BiBiche suggested a need for new signage for the entrances

Beautification: The Board thanked the Committee for the new geraniums recently planted.

Welcome: Has not yet met in anticipation of the new directory.

Newsletter: Bill Cutler will set up a gmail account for owners to send suggestions for a future newsletter content.

NEW BUSINESS:

Suggestions for Use of Settlement Funds: The polling of the membership seems to favor three concepts: The Association to keep the entire amount, the Association to share the proceeds with each homeowner in some fashion and finally, an equal distribution of the entire amount for each home site.

Sheriff's Department: A crime prevention program could be presented to the Association members.

County Park / Legacy Trail: Ed Wolfingberger is the contact person for park maintenance. Mike Gilbert is the contact person for the Friends of the Legacy Trail.

Future Board Meetings / Workshops: The monthly workshops will be discontinued for now, however the Board is scheduled to meet the third Tuesday of each month until further notice.

Miscellaneous: Elida mentioned the need to begin compliance notices especially for roof cleaning. Deed restrictions like fences make for better neighbors.

OWNER COMMENTS:

Controlled Burn from Oscar Scherer State Park: A discussion took place regarding the last two burns conducted by the Park.

ADJOURNMENT: There being no further business to come before the Board, Elida Ramberger moved to adjourn the meeting at 8:35 p.m. Seconded by Mary Lou Mings and approved by all.

*First Draft – 6/16/13
Second Draft – 7/15/13
Respectfully submitted,*

*Scott B. Diamond
Association Manager*

Approved By: _____

PARK TRACE ESTATES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
JUNE 18, 2013

CALL TO ORDER: The meeting was called to order by President Elida Ramberger at 7:00 p.m. It was confirmed that proper notice was posted. A quorum was established with the following Board members in attendance: Jennifer Magoon, Mary Lou Mings, Elida Ramberger, and Mike Simpson. BiBiche Knauf was absent.

PREVIOUS MINUTES: Were not approved due to pending changes not yet received. Will be reviewed again at the next meeting.

UNFINISHED BUSINESS:

Mike Simpson: A fee settlement has been reached with Fannie Mae in regard to 818 OBL. Final payment is expected shortly from 240 PTB. Still in foreclosure status: 801 OBL & 201 WBW. One property in pre-foreclosure.

Jennifer Magoon: \$37,406.38 is the current checkbook balance along with \$353,053.66 kept in savings. There is \$936.10 kept in petty cash.

Elida for BiBich: Two broken irrigation heads in need of repair have been reported to Greeners.

Mary Lou Mings: Working on HOA directory. Permission is needed from individual owners to post directory on website. A rough draft of the directory will be available at the next meeting.

Elida Ramberger: Mary Lou Ribovich to assist in updating the website. Working with 8 different companies on a new web presence. \$2,000 will be needed to launch a new site. A response to an inquiry received on June 13th in regard to the settlement funds will be posted on the website. Decision options available to the Board would be to: hold for current members for future capital needs and contingencies, a pro-rated disbursement as assessments are levied, or some combination of the previous options. Follow up is needed from a tax accountant in regard to possible tax implications.

COMMITTEE REPORTS:

ARC: A request was received to remove trees at 154 WBW. The Board approved this request with 3 directors in favor and 1 abstaining (Jennifer Magoon, owner of 154 WBW). The Committee questioned the need to make requests on nuisances. Their collective feeling is “no”, but would like the Board’s opinion on this matter.

Beautification: The committee has been caring for plants and decorations.

Welcome: This committee needs volunteers.

Newsletter: This committee also needs volunteers.

NEW BUSINESS:

Schedule of future Board meetings: The Board of Directors will plan to meet the 3rd Tuesday of each month.

New Committee: Mary Lou Mings brought up the need to establish an Emergency Response Committee which could also serve as a permanent Hurricane Committee.

HOMEOWNER COMMENTS: Solicitation throughout the community has been noted. New “No Solicitation” signs are on order.

ADJOURNMENT: There being no further business, Mary Lou Mings moved to adjourn the meeting. Seconded by Jennifer Magoon and the meeting adjourned at 7:42 p.m.

*First Draft – 7/15/13
Respectfully Submitted
Scott B. Diamond
Association Manager*

Approved By: _____

PARK TRACE ESTATES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
JULY 16, 2013

CALL TO ORDER: The Board of Directors meeting was called to order by President Elida Ramberger at 7:00 p.m. It was confirmed that proper notice was posted. A quorum was established with the following Board members in attendance: BiBiche Knauf, Jennifer Magoon, Mary Lou Mings, Elida Ramberger, and Mike Simpson.

APPROVAL OF MINUTES: The Board reviewed the final draft of the minutes from May 21, 2013. Elida Ramberg moved to accept, seconded by Mary Lou Mings and approved by all. The Board then reviewed the initial draft of the minutes from June 18, 2013. The following changes were made as to the paragraph pertaining to the Association Directory: Permission is needed to print telephone numbers and owners may opt out if they so desire. Email addresses will be collected, but not printed and will only be used by the Board of Directors for notification purposes. Mary Lou Mings moved to accept the minutes with this addition. Seconded by Mike Simpson and approved by all.

UNFINISHED BUSINESS:

Elida Ramberger: Seven vendors have been contacted and the one that seems to be the best fit to fill the needs of the Association is Noble Webworks of Bradenton. A \$120 annual fee for editing content along with a \$2,000 design fee would be necessary to set up a new site within 4 to 8 weeks. The vendor is asking for 30% down, another 30% after construction and the 40% due at the launch of the site. This project will move forward subject to acceptable references of the work done by Noble for other associations. Mary Lou Mings and Mary Lou Ribovich to assist in this endeavor. The operating procedure was discussed in reference to communication from homeowners to the Board of Directors. Questions or requests may be in person, by telephone or in writing. Any request for information via the website will be answered by the Board. These types of communication should be official and the upcoming newsletter should stress these types.

Mike Simpson: Mr. Simpson reported that he and Jennifer Magoon met with a tax accountant, Steven Spangler of Cavanaugh & Company. The settlement funds would be taxable to the Association at a rate of 39%. A plan to reduce the amount of the proceeds and thus lower the tax implication might include a refund the dues that have been paid by owners for the year 2013 and to undertake repair and maintenance projects to common areas before the end of the year. Mr. Simpson further reported that \$3,695 had been received from the settlement of 818 OBL. An auction is scheduled for the sale of 201 WBW on August 7, 2013. The foreclosure appears stalled at 801 OBL. The Association has some options should this drag on in the months to come.

Mary Lou Mings: The Association will adhere to the new law that became effective on July 1st in regard to the publication of an association directory.

Jennifer Magoon: \$33,075 is the current amount in the checking account with \$356,843 in savings. There is \$936.10 kept in petty cash. Two homes remain in foreclosure and two homes are in pre-foreclosure. Two homes are a year behind in their dues payments.

BiBiche Knauf: Distributed to the Board an estimate from Crosscreek Environmental Inc. to fix the lake erosion. The estimate is for two (2) options: riprap to be placed around the perimeter of the lakes and the installation of a Geotec tube. Additionally, she also met with Scott Liebel from Florida Shoreline & Foundation Experts, LLC who will provide an estimate before the next month's meeting.

COMMITTEE REPORTS:

Architectural Review: The Committee will report any compliance issues discovered directly to the Board. At this time, there is no privacy wall around the air conditioner unit at 104 PTB.

Welcome: Mary Lou Ribovich and Bev Manypenny have volunteered to serve on this committee.

Beautification: Karen Miller offered to store decorations and will display them on Memorial Day, Flag Day, 4th of July, Labor Day and Veterans' Day.

NEW BUSINESS:

Files: Mary Lou Mings will collect the certificates of the Board members indicating that they have read the governing documents of the Association and are able to serve in the capacity in which they were elected.

Community Garage Sales: Shirley Ballog to chair this association event. Suggestion: to schedule one in October and one in March.

ADJOURNMENT: There being no further business, Mike Simpson moved to adjourn the meeting at 8:45 p.m. Approved unanimously.

First Draft – 7/28/13

Second Draft – 10/1/13

Respectfully Submitted By:
Scott B. Diamond
Community Association Manager

Approved By: _____

PARK TRACE ESTATES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
AUGUST 20, 2013

CALL TO ORDER: The meeting was called to order by President Elida Ramberger at 7:00 p.m. It was confirmed that proper notice was posted. A quorum was established with the following Board members in attendance: BiBiche Knauf, Jennifer Magoon, Mary Lou Mings, Elida Ramberger and Mike Simpson.

MINUTES: A report made during the July 16, 2013 meeting of the Board of Directors was omitted from the first draft of the minutes. The Board will review a corrected copy and approve at the September meeting.

WELCOME: President Ramberger welcomed new residents Dave & Sue Dinger of 136 PTB and Deb Glazebrook of 202 WBW.

UNFINISHED BUSINESS:

Elida Ramberger: Along with Mary Lou Mings and Mary Lou Ribovich, met with the web developer and have given instructions as to what the Association would be looking for in a new website. A retainer will be given along with a signed contract. Within the next few days, a template to be approved. This will also include a tab for Resources (external links). The secure pages will continue to have a similar log-in procedure. Public pages will also continue on the new site. Residents can communicate with Board members by writing to parktracehoa@gmail.com and by doing so will receive confirmation that the Board has received the email. In regard to possible expenditures for repairs and maintenance coming from the settlement, 2013 paid dues might also be refunded to owners. This will be discussed and voted upon at a future meeting.

Mike Simpson: 201 WBW has been listed for sale by the bank. There is a tentative closing date of September 30, 2013 for 818 OBL. Those homes mentioned in the foreclosure report of last month remain the same.

Jennifer Magoon: 352 PTB closed on July 30th. Sale price was \$499,000. 376 PTB is scheduled to close tomorrow. Current financial picture is as follows: \$29,507.04 is the current balance in the checking account with \$356,865.01 held in savings. There is \$936.10 in petty cash.

Mary Lou Mings: Publication of the Association directory is coming along. A complete set will be available to the Board and a set to be published for residents will be according to current state statutes. A new reporting form is necessary to be sent to the State of Florida, Department of Business and Professional Regulation by November 22, 2013 as part of change to Section 720 of the Florida Statutes. Another part of this change is for new Directors to execute a Certification Form to comply with the requirements of Section 720.3033(1)(a).

BiBiche Knauf: Vandalism was reported at the entrance to Park Trace and part of the irrigation system needs to be repaired. Greeners has estimated this work to cost \$740. Mike Simpson move to go forward with this necessary repair. Seconded by Mary Lou Mings and approved by all. Rob Wright from Sarasota County has been contacted in regard to the erosion problems currently found around the lakes on the property.

COMMITTEE REPORTS:

Newsletter: Bill Cutler announced that he will set up a gmail account for any articles that residents would like to submit for publication in a newsletter. A template to be sent out with the next agenda for all to see.

Welcome: A packet of information is ready for distribution for new owners.

OWNER COMMENTS: A question was raised in regard to compliance notifications. The Board is currently working on a new system. There is still a concern about mailboxes that need some attention. The Board will continue to address these individual situations as needed. The need for a boundary wall to block access from the Legacy Trail was discussed.

NEW BUSINESS: Sarasota County Department of Parks and Recreation have contacted the Association in order to request assistance from residents for locking and unlocking gates to the park.

NEXT MEETING: A special meeting will be scheduled in early September for the purpose of discussing Lake Bank erosion.

ADJOURNMENT: With no further business to come before the Board, the meeting was adjourned at 8:34 p.m. by unanimous consent.

First Draft 8/28/13

Second Draft 9/3/13

Respectfully Submitted By:

Scott B. Diamond

Community Association Manager

Approved By: _____

**PARK TRACE ESTATES HOMEOWNERS ASSOCIATION, INC.
SPECIAL MEETING OF THE BOARD OF DIRECTORS
SEPTEMBER 10, 2013**

CALL TO ORDER: The meeting was called to order by President, Elida Ramberger, at 7:00 p.m. It was confirmed that proper notice was posted. A quorum was established with the following Board members in attendance: BiBiche Knauf, Jennifer Magoon, Mary Lou Mings, Elida Ramberger and Mike Simpson. Twenty-two owners were also in attendance.

Presentations regarding Lake Management

Robert Wright, Sarasota County Environmental Utilities: Mr. Wright spoke about the county's program "Living on the Water's Edge"- a neighborhood approach to storm water management. He also discussed the county's NEST program (Neighborhood Environmental Stewardship Team). At all Sarasota County watersheds, water runs to the lowest point which in the case of Park Trace would be Little Sarasota Bay. Storm water runoff to PTE ponds are from gutters to yards, not driveways. Two biggest problems that face the Association will be algae blooms and bank erosion. The erosion can occur through wave action and wind action. The Florida Friendly Yards program was also discussed in regard to a rain garden that could be installed in the path of storm water runoff. This would be a non-maintenance area. Six possible ideas were discussed in order to combat bank erosion. They were: To create a storm water pond buffer zone (grasses & aquatic plants to stabilize the shoreline; a planted natural coconut fiber mat; contrasting shoreline plantings; installation of riprap; to install the Geo Tube with plants on top or if necessary, a sea wall.

Scott Liebel, Florida Shoreline & Foundation Experts: Mr. Liebel agreed with the six possible solutions and explained how the Association could use these methods.

NEW BUSINESS: A discussion took place in regard to the possibility of refunding the paid 2013 dues back to the owners. Elida Ramberger explained to those in attendance the reason for this measure would be to lessen the tax burden on the Association. A check could be sent now or the same amount could be credited toward the billing of the 2014 dues. Ms. Ramberger then moved to return the paid 2013 dues to the owners with pro-rated shares going to the owners of properties involved in 2013 real estate transfers. Seconded by Mary Lou Mings. Motion passed 4 to 1 with BiBiche Knauf voting no after learning that the Cavanaugh & Company will charge the Association \$500.00 to issue checks. So, if, in the future, more money is refunded to the homeowners, Cavanaugh will charge the Association. Her "No" vote was not an expression of what to do with the money, but to finish the due diligence before giving the homeowners what could be a "partial" refund.

NEXT MEETING:

The next scheduled meeting of the Board of Directors will be Tuesday, September 17, 2013 at 7pm.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:47 p.m. by unanimous consent.

First Draft 10/1/13

Second Draft – corrections from 10/14/13

Respectfully submitted by:

Scott B. Diamond

Community Association Manager

Approved By: _____

PARK TRACE ESTATES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
SEPTEMBER 17, 2013

CALL TO ORDER: The meeting was called to order by President, Elida Ramberger at 7:00 p.m. It was confirmed that proper notice was posted. A quorum was established with the following Board members in attendance: BiBiche Knauf, Jennifer Magoon, Mary Lou Mings, Elida Ramberger and Mike Simpson.

PREVIOUS MINUTES: The minutes of the July meeting needed further revision. A draft of the August minutes had not been reviewed. These minutes along with the minutes of the special meeting held on September 10, 2013 will be reviewed at the next meeting.

UNFINISHED BUSINESS:

Elida Ramberger: Along with Mary Lou Mings and Mary Lou Ribovich, met with the website developer on content. Thank you's went out to Wayne Nicholls for the signage; Karen Miller for displaying the flags; Janet Jarzyna for planting the pentas at the entrances that were donated anonymously to the Association. The vacant home at 201 WBW where squatters had possibly occupied is now owned by Wells Fargo.

Mike Simpson: Foreclosure status remains the same as last month. In reference to the special meeting held last Tuesday, the Law Office of Kevin T. Wells has reviewed the situation and it is as follows: The Association owns ten to twelve feet of the land around each pond and is responsible for that land including the maintenance to prevent erosion. A special meeting will be planned for October 1st to review proposals and remedies for lake bank erosion.

Mary Lou Mings: Neighborhood Directory will be posted on the website.

Jennifer Magoon: Current financial picture is as follows: \$28,039.40 is the balance in the checking account with \$356,865.01 held in savings. There is \$936.10 in petty cash. Will consult with a tax accountant if a credit can be given in 2013 for payment of the 2014 dues.

BiBiche Knauf: Discussed lake bank options and quotes.

COMMITTEE REPORTS:

Newsletter: Bill Cutler produced and delivered the newsletter. A discussion took place about possible articles to be included in future editions.

ARC: Provided recommendations to the Board. A request to remove three trees and to replace the three trees was approved unanimously by the Board.

Welcome: Pam Papa, Bev Manypenny and Mary Lou Ribovich have volunteered to be on this committee.

Beautification: Janet Jarzyna submitted a written report and will be attached to these minutes.

OWNERS COMMENTS: From those in attendance, a discussion took place regarding removal of live oaks and the need for new landscape lighting along Bay Street.

COMMUNITY GARAGE SALE: The scheduled date is November 2, 2013 from 8am to 1pm. Rain Date: November 9th.

NEXT MEETING: The next meeting will be held at 7:00 p.m. on Tuesday, October 15, 2013.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:39 p.m. by unanimous consent.

First Draft 10/9/13

Respectfully Submitted:

Scott B. Diamond

Community Association Manager

Approved By: _____

PARK TRACE ESTATES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
OCTOBER 15, 2013

CALL TO ORDER: The meeting was called to order by President Elida Ramberger at 7:00 p.m. It was confirmed that proper notice was posted. A quorum was established with the following Board members in attendance: BiBiche Knauf, Jennifer Magoon, Mary Lou Mings, Elida Ramberger and Mike Simpson.

APPROVAL OF MINUTES: The Board reviewed and approved the minutes of the meetings held on July 16, 2013 and August 20, 2013. BiBiche will submit a correction to the September 10, 2013 Special Meeting and Elida stated that corrections are needed to the September 17, 2013 regular meeting.

REPORTS OF OFFICERS:

Elida Ramberger: Bob Ungemach was thanked for assisting with the new website. Noble Webworks is no longer in the picture. The current site will be closed for now.

Mike Simpson: 201 Willow Bend Way has been sold and more than \$2,500 has been recovered by the Association in the form of back dues and fees.

Mary Lou Mings: The neighborhood directory will be added to the new website.

Jennifer Magoon: Current financial picture is as follows: \$23,383.29 is the balance in the checking account with \$359,421.83 held in savings. There is \$936.10 in petty cash. Still looking into refunding the 2013 paid dues as a credit to the 2014 dues.

UNFINISHED BUSINESS:

Proposals regarding lake bank erosion: Elida reminded everyone that the Association has responsibility to maintain the lakes on the property. The suggestions from Sarasota County's Rob Wright were reviewed. In some combination, most of these suggestions could be used in Park Trace. The companies Cross Creek and Florida Shoreline have quoted on Rip Rap and Geo-Tube installations while Aquagenix and Beautiful Ponds have quoted using natural remedies for certain areas. Elida Ramberger moved that the Board pursue these remedies where appropriate using existing funds from the treasury. Seconded by Mary Lou Mings. Approved by a 3 to 2 vote with Jennifer Magoon and Mike Simpson dissenting due to the fact that not enough information for the various types of remedies were available at the time when the vote was taken.

ARC recommendation: The Board agreed to the need for new signage at all three entrances.

Compliance Issues: Mike Simpson has sent out violation letters to those owners not in compliance to the Declaration of Restrictions.

Entrance Monuments: Elida Ramberger is working with a mason on some necessary repairs.

Thank You – To Ronda and Shirley Ballog for distributing the Community Yard Sale notifications. **To** Wayne Nicholls for volunteering to maintain the outside lighting.

Upcoming Meetings: The Board is scheduled to meet again on November 19, 2013 with the Annual Meeting to be scheduled in December.

ADJOURNMENT: There being no further business, the meeting adjourned at 8:32pm.

First Draft – November 17, 2013

*Submitted By: Scott B. Diamond
Community Association Manager*

Approved By: _____

Minutes

Special Meeting for the Board of Directors of the Park Trace Estates Homeowners Association, Inc. to discuss and vote on corrective action to be taken toward lake bank erosion.

October 29, 2013

The meeting was called to order by President Elida Ramberger at 7:00PM. It was confirmed that proper notice was posted. A quorum was established with the following Board members in attendance: BiBiche Knauf, Jennifer Magoon, Mary Lou Mings, Elida Ramberger and Mike Simpson.

President Ramberger addressed those in attendance and updated everyone on what has been discussed previously in regard to the lake bank erosion problem.

Approximately 50% of the middle lake already has Rip Rap in place. Recommendation is for more Rip Rap to be installed. The Bay Street lake has very little beach scouring. Some erosion from downspout runoff between the houses has been detected. The Legacy Trail lake could benefit from the installation of the Geo-Tube.

The Board reviewed the list of vendors that have been approached for this project along with their remedy, location and financial commitment.

The following motions were made:

- Elida Ramberger moved to spend up to \$1,950 for a boundary survey. Seconded by BiBiche Knauf and approved by all.
- Elida Ramberger moved to spend up to \$900 per area in need, but not to exceed \$9,000 with Beautiful Ponds to re-grade and install plantings between the houses to combat erosion at the lake on Bay Street. Seconded by Mary Lou Mings. Motion passed 3 to 2
- Elida Ramberger moved to spend \$260 per Geo-Tube, but not to exceed \$25,000 with Florida Shoreline for the west side of the lake on Bay Street to address beach scouring. Florida Shoreline to confirm details. Seconded by BiBiche Knauf. Motion passed 3 to 2.
- Mary Lou Mings moved for Florida Shoreline to add Rip Rap to fill in between existing Rip Rap to stop further erosion of the middle lake at a cost not to exceed \$32,200. Seconded by Mike Simpson. Motion passed 4 to 1.
- Elida Ramberger moved to spend \$900 per area in need totaling \$9,000 with Beautiful Ponds for general erosion control between the houses with the greatest need. Seconded by BiBiche Knauf. Motion passed 3 to 2.

With no further motions to be made, the meeting adjourned at 8:38pm.

Respectfully Submitted: *First Draft – November 17, 2013.*

PARK TRACE ESTATES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
NOVEMBER 19, 2013

CALL TO ORDER: The meeting was called to order by Vice President Mike Simpson at 7:00 p.m. It was confirmed that proper notice was posted. A quorum was established with the following Board members in attendance: BiBiche Knauf, Jennifer Magoon, Mary Lou Mings and Mike Simpson. Elida Ramberger was absent.

APPROVAL OF MINUTES: The Board reviewed the minutes of the September 10, 2013 meeting. Mike Simpson made a motion to approve the minutes as submitted. The motion was seconded by BiBiche Knauf and approved by all voting aye. The minutes of the meeting held on October 15, 2013 were also reviewed. BiBiche Knauf moved to approve as submitted. Seconded by Jennifer Magoon and approved by all.

REPORT OF OFFICERS:

Mike Simpson: Nothing new to report on foreclosures. The sale of 801 OBL is still pending. Settlement fund strategy was presented in lieu of paying approximately 30% of \$324,000 in taxes. To reduce the tax implications, approximately \$115,000 could be used for corrective action that needs to be taken to combat lake erosion. The refund of the 2013 dues back to the homeowners will also reduce the fund by approximately \$54,000 by year end. A reserve fund schedule could be set up with funds reserved for future use for aquatic work and for installing a boundary wall. At this time, BiBiche Knauf explained her position as to the establishment of a reserve fund. She prefers a small reserve to begin with for the lakes, and then added to on a pro-rated basis every year and she suggested that more study must be made before making a decision on building a wall or not as some experts expressed conflicting opinions as the security a wall can provide. She prefers settling the tax commitment and refunding any balance to the individual home owners.

Mary Lou Mings: Distributed copies of the most current association directory to the Board.

Jennifer Magoon: Presented a budget proposal for 2014 to the Board based on pre-paying many vendors six months in advance to apply toward the current tax liability that faces the Association. Line item budget numbers were explained. Current financial picture is as follows: Petty Cash - \$936.10. Checking Account - \$69,234.50. Savings Account - \$309,443.14. After all questions were answered, Mary Lou Mings moved to accept the proposed 2014 budget. Seconded by Mike Simpson and approved by all.

BiBiche Knauf: Explained that Florida Shoreline & Foundation Experts will be installing the Geo-Tubes and the Rip Rap where necessary on the lake banks. A company known as Beautiful Ponds will be installing plants between the houses. These vendors will work together in order to complete the approved actions by the Board in regard to Lake Bank erosion. Approximately 40 homeowners will be impacted to some degree with this project. Individual concerns by owners should be directed to the Board of Directors and not to the companies that have been selected. During this report, the minutes of the special meeting held on October 29, 2013 in regard to these projects were reviewed for their accuracy. The need for Geo-Tubes at \$260 each to be installed at the Legacy Trail Lakes was omitted from these minutes. Jennifer Magoon moved to accept these minutes as corrected. Seconded by BiBiche Knauf and approved by all. At this time, the Board reviewed the newest proposals for the lakes project. The Florida Shore Line quote dated November 13, 2013 of \$97,000 was reviewed. Mike Simpson moved to accept this proposal.

Seconded by Mary Lou Mings. Passed 3 to 1. The Beautiful Ponds quote that would not exceed \$18,000 was also reviewed. Mike Simpson moved to accept this proposal as well. Seconded by BiBiche Knauf. Passed 3 to 1. Before her report ended, Mrs. Knauf requested permission to remove the oak tree whose roots were damaging her driveway. She plans to replace with a Florida Friendly hardwood tree. Mike Simpson moved to approve. Seconded by Jennifer Magoon and approved by all.

COMMITTEE REPORTS:

Architectural Review: The Committee had a request for replacement windows, but had not been forwarded to the Board for approval.

Welcome: Letters have been sent by the Committee to the new neighbors.

Beautification: A written report from the Committee will be attached to these minutes. The Committee is looking for volunteers for help with putting up the holiday decorations.

OWNER COMMENTS:

An owner in attendance brought up the fact that many roofs in the neighborhood are in need of cleaning.

The current signage at the entrances to the community is in need of upgrading.

ADJOURNMENT: There being no further business, the meeting adjourned at 8:23 p.m.

First Draft – December 3, 2013

12/28 Second Draft – includes corrections – of 12/4/13

*Submitted By: Scott B. Diamond
Community Association Manager*

Approved By: _____

PARK TRACE ESTATES HOMEOWNERS ASSOCIATION, INC.
ANNUAL MEETING
DECEMBER 3, 2013

CALL TO ORDER: The Annual Meeting was called to order by Chairperson Elida Ramberger at 7:00 p.m. It was confirmed that proper notice had been posted and a quorum was established with 38 members attending either in person or by proxy.

MINUTES: Hank Holton made a motion to approve the minutes mailed to each owner of the Annual Meeting held on November 12, 2012 as submitted. The motion was seconded by Sally McCurdy and approved by all voting aye.

PRESIDENT'S REPORT:

Elida Ramberger presented some of the highlights of the year that is about to conclude. Elida reported on the Legacy Trail settlement and explained how \$123,000 will be spent to combat lake bank erosion and beach scouring for the ponds throughout the property. She also announced that a new website is being established. She also acknowledged the new committees that were formed in 2013. They were: Welcome, Beautification, Newsletter and Architectural Review.

UNFINISHED BUSINESS: NONE

NEW BUSINESS: NONE

OWNER COMMENTS: Dirty roofs have been noticed throughout the neighborhood. The Board of Directors intends to work cooperatively with these neighbors where these conditions exist. It was mentioned that fining is now possible under Florida state law in order to deal with some compliance issues. Trees that are removed throughout the neighborhood remain a concern for some of the owners that were in attendance.

ADJOURNMENT: With no further business to come before the membership, Dave Bullock moved that the meeting be adjourned at 7:30 p.m. and was approved unanimously.

First Draft – December 30, 2013

Respectfully submitted by:
Scott Diamond
Association Manager

Approved: _____

PARK TRACE ESTATES HOMEOWNER ASSOCIATION, INC.
MEMBERSHIP MEETING
DECEMBER 19, 2013

CALL TO ORDER: The membership meeting was called to order by President Elida Ramberger at 7:00 p.m. It was confirmed that proper notice had been mailed and posted and a quorum was established with (14) fourteen members present in person and (58) fifty-eight members by proxy.

DISCUSSION and VOTE on ESTABLISHMENT of RESERVE FUND: Elida Ramberger and Vice President Mike Simpson fielded questions from the floor in regard to the need of establishing a fund for capital improvements toward specific reserves.

CALL FOR FINAL PROXIES AND VOTE RESULTS: After no further discussion, a call was made for all voting proxies to be submitted. The results of the vote for establishing reserves to fund specific reserves was (65) sixty-five for and (7) seven against. The result of the vote does not establish a reserve fund at this time as (68) sixty-eight affirmative votes were needed in order to pass this initiative. Motion failed by (3) votes.

ADJOURNMENT: There being no additional business to come before the membership, Dan Knauf moved to adjourn the meeting at 8:00 p.m. Approved unanimously.

First Draft – December 30, 2013

Respectfully Submitted,

Scott Diamond
Association Manager