

**PARK TRACE HOMEOWNERS ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING**  
**October 3, 2017**

**Meeting Minutes DRAFT**

**Call to Order – Proof of Notice – Proof of Quorum**

The meeting was called to order by John Calia at 7:03 PM. Proper notice was posted on the property in accordance with Bylaws and statutory requirements. A quorum was present with John Calia, Bill Statz and Norm Thetford. Denise Duffina of Casey Management was present. The following owners were also present: Melvin Schroeder (via phone), Stu Lane, Bob Ungemach, Denise Kane, Ted Pace, Donna Pattinson, Brenda Creech, Margaret Monti, Helen Statz, Ralph Monti, Michael Wade and BiBiche Knauf.

**Introduction of Board Members**

President John Calia introduced the board members present as well as the association property manager to the owners in attendance.

**Administrative Business**

- **Vote Approval of August 15, 2017 Board Meeting Minutes**

A motion was made by Bill Statz and seconded by Norm Thetford to approve the Board Meeting minutes of August 15, 2017 as presented. All were in favor and the motion passed.

**Officers' Reports**

- **President**

President John Calia reported there was very little damage in the Park Trace community from Hurricane Irma. Storm debris piles still waiting for pick up by Sarasota County is a subcontractual problem. There is no date yet for pick up.

- **Vice President**

Vice President Bill Statz stated he had nothing significant to report, but will speak later in the meeting.

- **Secretary**

This seat is currently vacant. President John Calia stated the board is looking for volunteers for each empty board seat (2), even if all a person wants to serve is to finish out a seat's current term.

- **Treasurer**

Treasurer Norm Thetford reported current figures:

Checking	\$ 11,578.21
Contingency	\$ 44,663.67
Reserves	<u>\$ 60,227.03</u>
Total Assets	\$116,468.91

He stated there were extra expenses for irrigation repairs and in the monument, but budget is still on target for this time of the fiscal year.

- **At Large**

This seat is currently vacant.

**Committee Reports**

- **Landscape**

Margaret Monti reported as follows:

1. Bay Street pond has a neater appearance due to volunteers who trimmed the overgrown grass of the pond perimeter. The landscape company has been instructed to maintain this look on the weir, as well as the perimeter of all the ponds.

2. Restricted lawn fertilization season is over. The Sarasota County ordinance governing fertilization is #2007-062, and applies to all residents in the county. It was developed to reduce nutrient pollution of ponds and waterways.

3. Fertilizer-free zone: Fertilizer may not be applied within 10 feet of any water body or wetland. No fertilizer may be applied to impervious or non-porous surfaces such as driveways or roads and any spillage must be removed.

4. Grass clippings: No grass clippings, vegetative materials or vegetative debris may be deposited in stormwater drains ditches, ponds or roadways. Please be sure that your lawn maintenance company is compliant with the ordinance.

5. Low-maintenance zone: A 6-foot low-maintenance zone to help prevent fertilizer runoff is recommended by the county for any water body or wetland. The goal for Park Trace for 2018 is to protect and preserve our stormwater ponds by reducing nutrient pollution and working to prevent further erosion along the pond edges. More details will be coming soon.

In summation, she stated “Stormwater Systems” is an excellent guide book with very helpful information regarding the importance of caring for ponds, and it is important to remember whether you live on a pond or not, everyone’s stormwater flows into the ponds.

- **External Liaison**

Ralph Monti reported as follows:

During Hurricane Irma, four street lamps were lost. FPL has already replaced three.

Bay Street Extension Project He spoke with the county on issues. The contractor has already come in to start on the east side of the Legacy Trail. They are waiting for sewer permits to be able to begin on the west side. There will be a temporary bike trail on the north side. A box culvert will be installed so water flow won’t be restricted, and will help prevent flooding. The association finally has an acceptable contract from the county on the Bay Street Extension and recommends the Board of Directors accept this version. The county and the association had been going back and forth to arrive at this version. He said he felt this to be the best deal. A discussion followed on Park Trace’s maintenance responsibility of the fence and the insurance warranty of the 8-foot fence.

A motion was made by John Calia and seconded by Norm Thetford to approve the Bay Street Extension contract from Sarasota County as presented. All were in favor and the motion passed.

John Calia stated a copy of the signed contract will be on the Park Trace website.

- **Architectural Review**

Mel Schroeder reported the committee had reviewed three requests:

1. 218 and 165, both of Willow Bend Way – tree removals. The committee recommends approval.  
A motion was made by Bill Statz and seconded by Norm Thetford to approve both tree removal requests as presented. All were in favor and the motion passed.
2. 376 Park Trace Boulevard – Hurricane impact windows. The windows will look like all others installed in the association. The committee recommends approval. John Calia stated no vote was needed, as there were no objections by the Board.
3. 826 Oak Briar Lane – Replace back fence with vinyl vertical boards. John Calia stated the restrictions says it has to be horizontal shadowbox wood fence, so therefore, he believes the Board should adhere to the restriction for community aesthetic continuity. A discussion followed on enforcing of rules. Bob Ungemach did state the documents state “as approved by developer”. His suggestion was to post photos on the website of Board-approved fence types. Further discussion followed.  
A motion was made by John Calia and seconded by Norm Thetford to deny the request from owner of 826 Oak Briar Lane for vinyl vertical slat fencing. All were in favor and the motion passed.

- **Communication**

Bob Ungemach reported Sarasota County is participating in the See Click Fix web reporting system, which allows county residents to report various issues to a central clearing office. The central office will then forward the request to the correct governmental or private entity for correction, repair etc. The association has used this system to report a utility pole that is leaning into Bay Street and appears to be ready to fall. The web address for the Sarasota County system is: <https://en.seeclickfix.com/sarasota-county>.

- **Social**  
There currently is not a social committee.

#### **Management Company Report/Comment**

- Association Manager Denise Duffina stated she will be conducting a reinspection of the roofs in which violation letters had been sent to the owners. John Calia added there is a spreadsheet to help track statuses of violations; letters sent, owner responses and compliance. He also stated he had anonymously received photos of dirty roofs as seen at the rear of houses that the manager wouldn't have been able to see from the street. He then stated if residents see something, to let the Board know, because this is our home.

#### **Old Business**

- **Bay Street Extension**  
Bill Statz stated all new information had been reported by Ralph Monti earlier in the meeting.
- **Committee Memberships – fining, landscape, social**  
John Calia stated more volunteers were needed for the committees, and owners are always welcome to serve.

#### **New Business**

Before moving on to the next subject, John Calia stated now that Hurricane Irma was gone, it was time for residents to take their hurricane shutters and plywood down.

- **Bylaws / Deed Restriction Updates**  
John Calia asked for volunteers to help look at the association's bylaws and restrictions for the purpose of cleaning, clarifying and updating. Ralph Monti suggested maybe they could begin by looking at other HOAs' bylaws and restrictions. A discussion followed, which included percentages currently needed for membership voting.
- **Budget**  
John Calia stated the proposed 2018 budget was being prepared and will be voted on by the membership in a meeting in November. A discussion followed.

#### **Homeowners' Comments/Questions**

With no further 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 Bill Statz to adjourn the meeting. All were in favor and the meeting adjourned at 8:23 PM.

Respectfully submitted,  
Denise Duffina, Association Manager  
Casey Condominium Management, LLC