

PANTHER TRACE VILLAS

ASSOCIATION, INC.

Board of Directors Meeting October 11, 2017 Panther Trace II Clubhouse Meeting Minutes

1. Certifying of Quorum-Call to Order

The Board of Directors Meeting was called to order at 6:30 p.m. by Vice President, Rick Duesler. Directors John Willis and Phyllis Key were in attendance, quorum established. Timely notice was confirmed as the meeting notice was mailed to all homeowners at least 15 days in advance. The mailing affidavit is filed for review. Pamela Pinner represented McNeil Management.

2. Approval of Minutes

Rick Duesler read the prior meeting minutes aloud.

On Motion: Duly made by Phyllis Key, second by John Willis and carried unanimously.

Resolve: To approve the minutes as read and presented.

As the president has resigned since the last board meeting, board discussed officer positions.

On Motion: Duly made by John Willis, second by Phyllis Key and carried unanimously.

Resolve: To appoint Rick Duesler President, John Willis Vice President and Phyllis Key Secretary/Treasurer.

Board discussed appointing two homeowners to fill board vacancies due to resignations.

On Motion: Duly made by John Willis, second by Phyllis Key and carried unanimously.

Resolve: To appoint Susan Jackson and Evan Love as board members.

3. Management Reports

Manager presented Financial and Management reports and responded to board questions.

4. Business

Architectural Standards – Board discussed need for architectural standards for items such as sale/rent/lease signs, hurricane shutters, etc. and will have workshop meetings to discuss. Until standards are created, owners may use plywood to board windows in case of hurricanes. Manager has emailed Panther Trace II architectural standards which included standards specific to Cambray Villas. Panther Trace II HOA will continue to serve as the architectural committee for the Villas.

Review Amend Documents – Board determined this step is not necessary.

Fines – Board determined this step is not necessary. Violations will continue to be handled through legal process.

Restroom Keys – The pool restrooms have remained open since the addition of the pool gate card access system in 2013; therefore, there are no keys. The board discussed potentially making an adjustment by obtaining keys and locking the restroom doors.

Sidewalk Ownership and Responsibility – Manager read attorney opinion letter dated August 8, 2016 detailing ownership of and responsibility for sidewalks. The owner is responsible for cleaning the sidewalks; however, the Association retains ownership of the sidewalks.

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Expense Items –

Mulch/Power wash driveways and sidewalks: Board discussed timing of the following annual expense items. In 2016, power washing was completed in November and mulch was added in December. The board indicated they would review community-wide power washing after some buildings are painted in March as discussed at previous meeting. The board reviewed Yellowstone Landscape mulch proposal and felt it was too high, therefore, hold on mulch installation at this time.

Purchase Projector and Screen: Board member located projector and screen for \$400. Homeowners and board members determined not to spend funds for these items.

Use of Pool January-March: Several board members felt gas bill to heat swimming pool during the winter months was excessively high and discussed ensued. It was determined not to make any changes at this time.

Review Contracts – Board requested manager send contracts for information and review. Board reviewed renewal for annual gate preventative maintenance contract.

On Motion: Duly made by Rick Duesler, second by Phyllis Key and carried unanimously.

Resolve: To approve the gate preventative maintenance contract.

Increase Board Meeting Frequency – The Board discussed increasing quarterly meetings to six meetings per year. Manager indicated potential contract rate adjustment, will review and respond.

Community Survey Schedule – Manager indicated community survey team drives through community every other week. Additionally, pool area and restrooms are inspected.

2018 Proposed Budget and Assessment – Board discussed proposed budget and assessment.

On Motion: Duly made by Phyllis Key, second by John Willis and carried unanimously.

Resolve: To approve the 2018 budget as presented with assessment remaining at \$202 monthly.

Yellowstone Proposals – Board reviewed several landscape proposals. Not interested in plant replacement around pool; however, requested Yellowstone remove dead plant material. Board denied expense for tree replacement on one owner lot. Reviewed street tree re-strapping proposal.

On Motion: Duly made by John Willis, second by Rick Duesler and carried unanimously.


Resolve: To approve the bid for street tree straightening, re-bracing and adding two hollies.

5. **Owner Comments –** Homeowners discussed general displeasure with current landscaper. Board indicated may bid contract and manager advised they write bid specifications. Two addresses with specific landscape issues will be addressed individually by landscape contractor. Board additionally requested manager schedule on-site meeting with camera vendor to assist with phone access.

6. **Adjournment**

On Motion: Duly made by Phyllis Key, second by Rick Duesler and carried unanimously.

Resolve: To adjourn the meeting at 8:20 p.m.



Prepared by Manager for Secretary