

# PANTHER TRACE VILLAS

ASSOCIATION, INC.

## Board of Directors Meeting April 18, 2018 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 Rick Duesler, President. Directors Susan Jackson, Patti Lemon, Janet McConnell and Evan Love were also in attendance; therefore, a quorum was established. It was confirmed that the meeting notice was posted in a timely manner. Jeana Wynja represented McNeil Management.

### 2. Approval of Minutes

The Board reviewed prior meeting minutes as prepared by the Manager.

**On Motion:** Duly made by Rick Duesler, second by Susan Jackson and carried unanimously.

**Resolve:** To waive reading of the prior meeting minutes and approve them as presented.

### 3. Management Reports

Manager presented the financials and accounts receivable reports, as well as the notices and violations reports. Manager informed the Board regarding the CD rate at Bank of the Ozarks, and Board will take under consideration.

### 4. Business

**Roof:** Manager presented 5 proposals received from roofing contractors to the Board. Evan Love discussed the roof engineering report from REI Engineering, including interior roofing structure, wear on shingles, solar tube cleaning and/or replacement if needed, flashing/sealing issue around exterior pipes/stacks from the roof. Evan indicated that most of the leaks appear to be isolated to garages. Warranty of existing roof was discussed and will be researched by Rick Duesler. Association and owner responsibility was discussed; roofs are replaced by the Association; roofs are repaired by the owners. Information about a local home inspector-for-hire will be published in the May newsletter, if owners would like to engage him for service to inspect their roofs for possible maintenance issues.

**Reserve Study:** Reserve study has been updated by Florida Reserve Study and Appraisal Services. Board discussed results of the reserve study such as funding the reserves, roof and asphalt replacement timelines.

**Hurricane Shutter Standards:** Timely notice was sent to owners on March 27, 2018 regarding the discussion of the ACC Rules and development of Hurricane Shutter Guidelines. Evan Love discussed the research performed in developing the Guidelines. Board discussed and agreed to change the Guidelines to include permanent roll down shutters as an option for the fronts/sides of the home in lieu of not allowing roll down shutters on those windows. Manager indicated that owners will need to complete an alteration application for installation of permanent hurricane shutters as described in the Guidelines; after the alteration application has been reviewed by Panther Trace II Architectural Committee, a copy of the decision will be mailed to the owner.

**On Motion:** Duly made by Evan Love, second by Rick Duesler and carried unanimously.

**Resolve:** To approve the Hurricane Shutter Guidelines presented, with the change to be made regarding the permanent roll down shutter option for front and side windows.

**Final Payment to Yellowstone Landscaping:** The Board discussed how to move forward with final payment to Yellowstone Landscaping. Due to major neglect of the irrigation system, lack of maintenance of the master board valves wire system, shrubs and trees not being pruned properly and weed eating/edging not being performed, the Board came to the decision to only provide Yellowstone Landscaping with half of the payment owed and include a letter with the payment.

**On Motion:** Duly made by Evan Love, second by Susan Jackson and carried unanimously.

**Resolve:** To approve the partial payment and letter to Yellowstone Landscaping.

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**Driveways – Pressure Wash:** Board reviewed quote from Priority Termite & Pest Solution to pressure wash driveways, sidewalks, walkways of homes that were not painted in 2018, as well as pressure wash common area elements, including but not limited to the pool area and center island median.

**On Motion:** Duly made by Evan Love, second by Susan Jackson and carried unanimously.

**Resolve:** To approve the proposal from Priority Termite & Pest Solution to pressure wash.

Board informed owners that pressure washing is the responsibility of each owner, not the HOA. The Board will place information for Priority Termite and Pest Solution on the Villas website should owners wish to engage him for pressure washing service.

**Landscaping:** Manager read landscaping update provided by 360 ECO Solutions. Manager will address maintenance of center (entry) island as part of scope of work. Owner expressed concern that his termite bait is missing, and Board expressed that owner should contact their pest control company to replace the termite bait.

**Painting Project:** A letter was mailed to all owners regarding the painting project on March 7, 2018. Management has secured the paint color formulas from Certa Pro for the 2 building schemes. Schemes and groups will be made available on the Villas website.

**Board Concerns:** Trespassers have been jumping the pool fence. If trespassers are observed, owners should call the Hillsborough County Sheriff's Office. Rick Duesler expressed concerns about dipping sidewalks. Management will request a contractor to look into further for solution.

## 5. Adjournment

**Owners Comments:** Owners commented to receive acknowledgment receipt of landscaping request form when sent to management. Owner suggested for the HOA to install fencing to enclose Villas property, however this situation has already been investigated and the HOA does not own any surrounding property to where a fence can be installed in those particular areas. Land behind lots is owned by the CDD, not the HOA.

**On Motion:** Duly made by Evan Love second by Susan Jackson and carried unanimously.

**Resolve:** To adjourn the meeting at 7:50 p.m.

  
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Prepared by Manager for Secretary