

PANTHER TRACE VILLAS

ASSOCIATION, INC.

Budget & Board of Directors Meeting October 17, 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 and Patti Lemon 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 the prior meeting minutes from July 18, 2018 as prepared by the Manager.

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

Resolve: To waive the reading of the minutes and approve as presented.

3. Management Reports

Manager presented the financials and accounts receivable reports, as well as the notices and violations reports.

4. Business

Hank Cramer with Advanced Insurance Underwriters: The Association's current insurance is through Tower Hill Prime, an A rated-admitted carrier. Crime coverage is required by Florida Statutes, which covers the anticipated amount on deposit within the next 12 month period. Worker Compensation coverage protects volunteers of the Association and contractors who may have allowed their workers compensation insurance to lapse while performing work for the Association. Umbrella coverage is above General Liability; obtaining Umbrella depends upon the types of assets on site (pool – does it have proper floating devices, Sheppard's hook, etc.). Irrigation coverage – Hank to propose, to include pump (Equipment Breakdown Coverage). Hank will also propose to add Irrigation to the Property Policy so that when equipment is affected by a lightning strike, it will be covered. All policies are written on a duty to defend basis (represented by the insurance company's attorney).

Hank informed the Board that many Association's will engage an insurance appraisal company for an insurance appraisal to assess asset/risk areas and apply appropriate coverage amounts.

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

Resolve: To engage proposals from insurance appraisal companies for an insurance appraisal, and to move forward with the best priced proposal.

Budget: The Notice of Budget Meeting was mailed to all owners on September 26, 2018. The Board reviewed the proposed 2019 Budget with no increase to the monthly assessment amount, remaining at \$202 per month per owner.

On Motion: Duly made by Susan, second by Patti and carried unanimously.

Resolve: To approve the proposed budget with no increase, with an assessment amount of \$202 per month per owner.

Landscaping Committee: The Board has decided to form a Landscaping Committee who will walk the community with the landscaper on a monthly basis, review and approve/deny all landscaping requests submitted by owners, and make suggestions for improvements. Owners who have volunteered for the Landscaping Committee are Susan Jackson, Susan Salemme, and Frances Duesler.

On Motion: Duly made by Patti, second by Rick and carried unanimously.

Resolve: To approve the formation of a Landscaping Committee.

Front Entry – Mill/Overlay; Street Repairs: The Board agreed that the condition of the front entry looks fine for now and to re-assess in 6 months. The Board would like to engage vendors to survey the property for street repairs around the community and quote accordingly.

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Pool Refinishing: The Board reviewed 2 proposals for pool refinishing. Board would like the pool refinished in February 2019 (low season for pool use).

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

Resolve: To approve the proposal from Advanced Pool & Spa, Inc. and to begin work in February 2019.

Pressure Wash - street gutters: The Board was informed that street gutters around the community are very dirty and need attention. Board reviewed proposal from TEK Enterprises to pressure wash.

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

Resolve: To approve the proposal from TEK Enterprises to pressure wash all street gutters.

Manager Comments: The Board reviewed and signed the annual Preventative Maintenance Inspection Agreement from American Access Controls. Hand grips were replaced at the pool stairs. Weed treatment notice was mailed on August 29, 2018 to all owners. Holiday information regarding decorating was mailed to all owners and current residents on October 4, 2018. The Board indicated that the irrigation took an electrical hit (most likely from lightning) and a new timer/controller was installed. Landscaper also informed that there were a number of decoders and solenoids destroyed/replaced. The Board instructed the landscaper to install lightning rods to detract future lightning strikes, which was recommended by the irrigation manufacturer (Hunter).

The Board approved action for immediate service to the pool gate for security/safety reasons: 1) to replace the existing hydraulic gate closer that was bad/rusted, and 2) to replace the existing IEI Prox Reader/Keypad which is currently inoperable with a new DoorKing System; both to be performed by American Access Controls.

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

Resolve: To approve action taken by Board to replace hydraulic gate closer and replace keypad on the pool gate for security/safety reasons.

The Board reviewed photos of the light poles and pool gate and would like for Manager to obtain quotes and get the project completed.

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

Resolve: To approve the painting of select light poles and the pool gate entry.

Director Comments: The Board received and accepted the resignation of Janet McConnell from the Board of Directors effective October 17, 2018.

5. Adjournment

Owners Comments: Owner inquired about the repair/replacement of walkway bricks; manager informed owners that the Association is obtaining a legal opinion from the Association's attorney as to responsibility. Owner commented regarding the regularity of landscaping maintenance; manager informed owners that landscapers maintain per schedule outlined in the landscaping contract and that owners who request may obtain a copy of the schedule.

On Motion: Duly made by Rick second by Susan and carried unanimously.

Resolve: To adjourn the meeting at 7:42 p.m.



Prepared by Manager for Secretary