

PANTHER TRACE VILLAS

ASSOCIATION, INC.

Board of Directors Meeting July 17, 2019 Panther Trace II Clubhouse 11518 Newgate Crest Dr., Riverview, Florida Meeting Minutes

I. Roll Call

The Board of Directors Meeting was called to order at 6:31 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.

The Board reviewed the prior meeting minutes from April 17, 2019 and May 9, 2019 as prepared by the Manager.

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

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

II. Organizational Matters

Manager presented the financials and accounts receivable reports, as well as the notices, violations and insurance certificate reports. Board agreed to send Final Notice as follows:

- Unit 3803 (insurance)
- Unit 3798 (violation)

III. Landscaping and Pool Maintenance

a. Landscaping

Manager will ask 360 ECO if they can use a smaller width mower in between the homes. 11326 CCL has a bad tree in front yard that needs to be removed. Termite traps that were buried still have not been uncovered at 11325 CCL. New crown of thorns that were replaced are now dying again at 11490 CCL.

b. Pool Maintenance

Weeds in the pool area will be pulled by hand and area sprayed. The salt generator was replaced; was still under warranty, so no charge to HOA except for labor to install new salt generator. The pool has been treated with chlorine while salt generator was being replaced. Now that salt generator has been replaced, it will revert back to the salt. Battery backup is beeping in the storage closet; manager to inform JABX to replace it.

IV. Business Matters:

a. Old Business

- 1) **Roof Replacement:** Manager presented the Affidavit of Mailing, confirming that the Roof Replacement Letter was mailed to all owners on May 10, 2019. Dynamic Roofing will issue the wind mitigation reports at the conclusion of the project. Owner's solartube deposits will be returned at the conclusion of the project if solartube replacement did not occur. Manager presented update regarding invoices paid to date to Dynamic Roofing and Vanguard Gutters. Owner concern regarding new whistle sound inside home, after roof installation. Owner concerns regarding nails on the ground. Owner concern regarding gutters; per Vanguard, building code requires that it extends a minimum of 12" from the wall of the house; manager to work with Vanguard to shorten the elbow and add a cement splash block on the ground. The Reserve Study had phase 1 roofing to begin in 2022, and that was moved up to 2019. Phase 2 is scheduled to begin in 2024. Manager informed owners present who did not receive a new roof this year, to inform McNeil Management should they experience roof leaks (for tracking purposes only).

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b. New Business

- 1) **Walkway Bricks Standard:** Manager presented the Affidavit of Mailing, confirming that a postcard was mailed to all owners on June 26, 2019 regarding the meeting to consider the new standards. The Board reviewed the walkway bricks standard presented.

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

Resolve: To accept the walkway bricks standard as presented.

- 2) **Landscaping Requests & shrubs around HVAC Units:** Manager stated that 360 ECO Solutions indicated that all landscaping requests have been completed up to 7/1/19. Shrubs have been placed around HVAC Units.
- 3) **Security & Audio thru DVR at Pool:** The Board has engaged with JABX to install audio communication at the pool area, lease option of \$80.07 per month. JABX ordered the parts and will install this weekend. JABX will provide high level instructions, and will sit down with the Board for a tutorial if the Board needs further instructions.

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

Resolve: To accept the lease proposal from JABX for audio communication service.

- 4) **Pressure Wash Driveways:** All 110 driveways will be pressured washed after the sealcoating project occurs in the fall.
- 5) **House Painting:** Board was satisfied with job that Certa Pro performed last year and would like to engage them again for house painting in late-January 2020. Manager will obtain a proposal.
- 6) **2020 Budget/Reserve Study:** Manager indicated that budgeting season is beginning and the Board will be reviewing the reserve study for guidance.
- 7) **Architectural Committee:** The Board of Directors currently serves as the Architectural Committee. Currently this is not a burden for the Board since there are very few requests that come in annually.

V. Staff Report

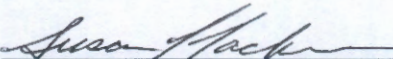
- a. **Managers Comments:** Handyman will replace the bathroom vent on the outside of the pool clubhouse building. TECO still has the light pole painting as pending and they have informed the manager that the ticket will be completed before the end of 2019.

VI. Audience Comments: General questions and comments regarding landscaping were addressed.

Adjournment

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

Resolve: To adjourn the meeting at 7:28 p.m.


Prepared by Manager for Secretary