

PANTHER TRACE VILLAS

ASSOCIATION, INC.

**Board of Directors Meeting
April 22, 2020
Panther Trace Villas Cabana
11406 Cambray Creek Loop, Riverview, Florida
Meeting Minutes**

I. Roll Call

The Board of Directors Meeting was called to order at 11:06 a.m. by Susan Salemme. Directors John Willis, Les Parker and Jackie Jackson were also in attendance; therefore, a quorum was established. It was confirmed that the meeting notice was posted in a timely manner. Zoom virtual meeting was made available for owners to attend the meeting online due to COVID-19 social distancing restrictions.

II. Organizational Matters

Insurance Notices: The Board reviewed the delinquent insurance certificate report; several owners have expired homeowner's insurance certificates on file with the Association. The Board would like the Association's attorney to confirm if the \$160 demand letter can be assessed to the owner, if mailed to the owner.

On Motion: Duly made by Jackie, second by Les and carried unanimously.

Resolve: To engage Association's attorney to confirm if the \$160 demand letter can or cannot be assessed to owner.

The Board also had concerns regarding the insurance reminder notice i.e. sent too early and change tone of letter to a gentle friendly reminder. Manager to address.

III. New Business

a. Landscape Vendor Interview/Discussion/Decision

The Board received 3 proposals from landscaping vendors and invited Nature Coast to interview; Nestor Nazario (owner), Matt Mondelli (operations manager) and Jason Wade (production manager) were present. The Board provided Nature Coast with information regarding challenges and concerns. The Board expressed their top concerns as: Improved communication, ensure that current/living shrubs are receiving appropriate fertilization and pest control, street holly trees, consistency with plants in beds along walkway, proper maintenance of shrubs between driveways, and goal to mitigate Bermuda intrusion in St. Augustine grass.

Q&A conducted. Timing of annuals (March, June, September and December). Mitigation of area on side of 11473 CCL (possibly install Lantana-deter rabbits). Apply oil to (living) walter viburnums. Chinch bug control monthly via insecticide/pesticide spray. Monthly walk thru w/Landscaping Committee to keep small problems small. Crew schedule. Crew lunch-will go off site for 45 min-1-hour. Tire ruts in grass during rainy season; common occurrence. Ensure irrigation system is running correctly at beginning of contract. Monthly irrigation checks and reports. Irrigation system, head to head coverage. Gutter

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weed control thru minimal use of weed spray. Grass clipping spraying on buildings minimal thru use of closed deck mowers not open deck mowers. Learning curve at beginning to learn grade of land, mow in certain directions, etc. Two irrigation wells. Jason is good at structuring property for balance of crew to the property. Owners concerns when they state that landscapers cut screen; agreed that owners are responsible to ensure that their home either has a border around the lanai screen via pavers or a kick screen installed. Nature Coast indicated that they could accommodate first week of May start date.

Nature Coast concluded their presentation and exited.

The Board discussed and decided to engage Nature Coast as new landscaping/irrigation maintenance provider.

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

Resolve: To engage Nature Coast as the new landscaping/irrigation maintenance provider with a start date the first week of May.

The Board would like a letter sent to owners regarding transition.

On April 7, 2020, 360 ECO Solutions sent the Board notice of termination to the property. Manager to communicate with 360 ECO Solutions that the last date of service will be April 30, 2020.

b. Appointment of Janet McConnell to the Board

The Board accepted the resignation of Eddy McLendon on January 29, 2020. The Board would like to appoint Janet McConnell to the board. The Board also confirmed positions as: John Willis, President; Jackie Jackson, Vice President; Les Parker, Treasurer; Janet McConnell, Secretary; and Susan Salemmme, Director.

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

Resolve: To accept the nomination/appointment of Janet McConnell to the board and confirmation of board member positions.

- IV. Audience Comments:** One owner was present in person; Esmond Dopwell. He has volunteered to join the Landscaping Committee, along with his wife Emma. He asked question about gate/security.

Adjournment

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

Resolve: To adjourn the meeting at 1:00 p.m.



Prepared by Manager for Secretary