

# PANTHER TRACE VILLAS

ASSOCIATION, INC.

## **Budget & Board of Directors Meeting October 11, 2023 Panther Trace II Clubhouse 11518 Newgate Crest Dr., Riverview, FL Meeting Minutes**

### **I. Roll Call**

The Board of Directors meeting was called to order at 6:30 p.m. by Board President Rick Duesler. Directors Janet McConnell and John Willis 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 Manager presented the prior meeting minutes from August 9, 2023.

**On Motion:** Duly made by Janet, second by John and carried unanimously.

**Resolve:** To approve the minutes as presented.

### **II. Organizational Matters**

**Financial Matters:** Manager presented the Association reports.

**Manager Comments:** Manager informed homeowners that they can find a link to TECO's work order system from the Association's website for streetlights out.

**III. Landscaping Update:** The Board provided termination notice to Gulf Coast Outdoors. They will conclude service at the end of December. The Board sent a request for proposal to four vendors. Three submitted proposals. The Board decided to engage South Shore Landscaping to start service at the beginning of January-2024.

**On Motion:** Duly made by John, second by Janet and carried unanimously.

**Resolve:** To approve the proposal from South Shore Landscaping to provide landscaping maintenance to the community.

The Board discussed mulching and will do on an as-need basis only. Palm tree trimming will occur annually and will not be included in the landscaping contract. Roof replacement continues to be the priority over landscaping enhancements.

**IV. Pool/Cabana:** Rick fixed the pedestrian gate latch. No further concerns with the pedestrian gate latch. Manager checking on requirements to inspect fire extinguisher in pump room. Manager to coordinate with handyman to install holiday lights again this year. The Board would like to schedule an inspection of the pool heater. Manager to coordinate.

**V. Gate Operations:** Annual maintenance contract with American Access Controls was signed.

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## VI. Business Matters:

### a. Old Business

**Towing signs:** Installed. Manager to order 2 new trespass authorization signs – one for entrance and one for pool gate.

### b. New Business

**2024 Budget:** A postcard was mailed on September 15, 2023 notifying homeowners of tonight's budget meeting. The Board discussed the budget and assessment increase to \$265 per month, to contribute more towards reserves and roof replacement. Homeowner's comments and questions were addressed.

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

**Resolve:** To approve the 2024 budget and the assessment at \$265 per month.

**Roof Replacement:** The Board anticipates replacing roofs on 10 buildings in 2024.

**VII. Audience Comments:** Comments regarding landscaping maintenance and a 'thank you' to the Board for making a switch to a new landscaping team. Questions about roof replacement and vendors engaged for proposals; Rick stated that due diligence was performed at the beginning of the roof replacement project and Association plans to stay with the same vendor based upon his pricing and consistency with shingle color/make.

## VIII. Adjournment

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

**Resolve:** To adjourn the meeting at 7:23 p.m.

Approved at the April 17<sup>th</sup>, 2024 Board of Directors Meeting

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Prepared by Manager for Secretary