

PINE TRACE CONDOMINIUM ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
May 25, 2017 Minutes

A Board of Directors meeting of Pine Trace Condominium Association, Inc. was held on Thursday, May 25, 2017, 6:00 PM, at 7790 Pine Trace, Sarasota, Florida, to conduct the business of the Association. Directors present were Ms. Maloof, Ms. Delagardelle, Mr. Howard Goldstein, and Mr. Jay Richey (by speaker phone). Absent was Mr. George Turner. Representing Allure Property Management, Inc. was Ms. Monique Toler.

Owners present: John Phillips, Jenny Mahoney, Sharon Largent, and Sharon Balnius.

1. CALL TO ORDER

Ms. Maloof called the meeting to order at 6:00 PM.

2. PROOF OF NOTICE AND VERIFICATION OF A QUORUM

Ms. Maloof verified that the notice was properly posted and with four (4) Directors present a quorum was established.

3. APPROVE MINUTES OF THE APRIL 26, 2017 BOARD MEETING

Mr. Goldstein made a motion, which was seconded by Mr. Richey, to approve the April 26, 2017 Board meeting minutes. *The motion carried unanimously.*

4. COMMITTEE REPORTS

a) **Finance Committee.** (Jay Richey)

Financials. The Treasurer's report is for the April 2017 financials.

Operating. The following expense items were over/under the April budget: Building & Maintenance is over budget by \$250 due to quarterly pest control charge. Grounds is under budget by \$406. Irrigation is over budget by \$239. Administration is under budget by \$462. Insurance is under budget by \$1,527; insurance expense (representing doc stamps and interest) is over budget by \$1,247 because the charge is a one time charge made in April but the expense item is under the annual budget by \$480. Through April expenses are under budget by \$612 and year-to-date under budget by \$1,158.

Reserves. The amount borrowed from the reserves for the down payment on insurance renewal was \$7,400. There is an Accounts Receivable – Special Assessment balance of \$9,000. Year-to-date comparisons of the Balance Sheet items from April 2017 and April 2016 are as follows: Cash is up by \$62,900. Receivables are up by \$7,200 mainly due to the 2017 special assessment balance. Other Current Assets is down by \$10,400. Total Assets is up by \$59,700. Total Liabilities is up by \$2,000 mainly due to Deferred Special Assessment. Reserves are up by \$46,000. Financial situations are improving.

Ms. Delagardelle made a motion, which was seconded by Mr. Goldstein, to approve the April 2017 Financials. *The motion carried unanimously.*

- b) **Buildings and Grounds Committee.** (Howard Goldstein) Crown Roofing is working on the roof replacement for 7780. Extensive work to the plywood and fascia was needed to replace rotted plywood. The second roof replacement will be done in July.

- c) **Architectural Review Committee (ARC)**. (John Phillips for George Turner)
The Association Manager was asked to let Owner 7869 know that her neighbor says it's okay to have the Pine tree shared by both neighbors removed.
 - d) **Landscape/Beautification Committee**. (Howard Goldstein for Denise Skinner)
Mr. Turner, Mr. Goldstein, and Ms. Skinner met with Truscapes and walked the property and reiterated that a Supervisor needs to visit the property periodically to assess the condition of the lawn. The Committee members pointed out areas needing to be cleaned.
 - e) **Palm Aire Community Council (PACC)**. There was no report given.
 - f) **Hospitality Committee**. There was no report given.
 - g) **Newsletter**. (Donna Maloof) The May Newsletter was late due to trouble with the computer.
5. **OWNERS' COMMENTS (ON AGENDA ITEMS ONLY)**
There were no comments.
6. **UNFINISHED BUSINESS**
- a) **Update on filter system of South pump**. (Howard Goldstein) The new filtering system is working well with increased water pressure. Manatee County's watering restrictions decreased watering to one time per week so Rain Dance Irrigation increased the time from 20 minutes to 25 minutes. The pump should now act the same as the North pump.
 - b) **Discuss the cleaning and painting of the wall**. (John Phillips) The contract is signed with Sureway Enterprises to clean and paint the wall. The painter is two weeks out. The paint may be a little lighter in color at the ARC Committee's recommendation.
 - c) **Update on attorney opinion for the handling of termites and damage**. The Association Manager previously forwarded a copy of the email from the attorney to the Board. Ms. Maloof reiterated that termite damage is handled the same as any other damage needing repair – damage to the inside of the unit, including painting the drywall is owner responsibility; damage to areas inside the wall cavity up to and including drywall repair is Association responsibility. The Association may want to consider termite coverage. Mr. Goldstein commented that approximate coverage cost is \$300 per year per unit. The Buildings & Grounds Committee will investigate costs to the Association and recommend how to proceed going forward as repairs are needed and will report back at a future Board meeting. Ms. Maloof made a motion, which was seconded by Mr. Goldstein, to have the Committee research costs to the Association, recommend procedures for handling damage, and work with Mr. Richey to assess the financial impact. ***The motion carried unanimously.***
 - d) **Update on Pine Trace Directory**. The Association Manager previously emailed a copy of the 2017 Directory for Board review and approval. Mr. Richey commented that the Finance Committee was omitted from the list of Committees. Ms. Delagardelle made a motion, which was seconded by Mr. Goldstein, to approve the format with the inclusion of the Finance Committee list. ***The motion carried unanimously.*** The Directory would then be ready for distribution.

7. NEW BUSINESS

- a) Discuss structural settling issues at 7829. Mr. Goldstein reports seeing separation between the walls and ceiling but could not determine the cause. Ms. Maloof made a motion, which was seconded by Ms. Delagardelle, to wait on documentation and a diagnosis from the Owners of 7829 before the Board will proceed any further. *The motion carried unanimously.*
- b) Discuss lamp post issues. Ms. Maloof commented that the Association should look into replacing the lamp post globes all at once. Ms. Delagardelle asked Mr. Richey for fund availability and to put together a schedule to replace over time if funds are not available now to replace all at once. The preference however is to replace all at once. The style is in need of an update. The lamp posts may also need to be replaced with the replacement of the globes. Ms. Delagardelle can have a University of South Florida Architect she works with look at for recommendation updated styles, which can be presented at the next Board meeting. Cost evaluation will also be presented at the next meeting.
- c) Review for discussion proposed changes to the ARC Guidelines. The Board agreed to table this review until the next Board meeting when the Board has had additional time to review between meetings.
- d) Discussion on property surveys. The Association Manager emailed the Board a list of surveys on file. There are thirty-eight surveys missing. Mr. Phillips agreed to send an email to Ms. Maloof for the Newsletter the addresses of the missing surveys so the Newsletter can ask those owners to provide a copy for Association files. Ms. Maloof suggested the ARC Committee come up with guidelines for using the surveys for exterior landscape modification requests.

8. OWNERS' COMMENTS

There were no owner comments.

9. DATE OF NEXT BOARD MEETING

The date of the next Board meeting will be Thursday, June 22, 2017, at 6:00 PM, at 7801 (Goldstein).

10. ADJOURNMENT

With no further business, the meeting was properly adjourned at 7:00 PM.

Respectfully Submitted, Monique Toler, LCAM and Acting Secretary