PARKSIDE PLACE HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING

October 23, 2018

I. Call to order: The meeting was called to order by Randi Pollack at 10:01 AM.

II. Establish a quorum/present: Randi Pollack- President, Donna Gensler- Vice President; Bill Burleigh-Treasurer, Jim Lawson- Director, by telephone John Newell- Secretary. Also present: Joan Thayer, LCAM and Darcie Madison, Senior Manager from Leland Management.

Amy Kneessy resigned earlier this month.

III. Approval of Minutes:
A motion was made by Bill, seconded by Randi to approve the September 25, 2018 minutes as presented: all were in favor.

IV. Officer's Reports:

a. President Report – Randi gave an update and reminder that the annual meeting is coming up next month and a package will be going out soon.

b. Vice President Report- no report.

c. Treasurer Report - Bill Burleigh reviewed the financials. Motion to accept the Treasurer's report by Jim, seconded by Randi; all were in favor. Report attached. A motion was made by Bill that miscellaneous amounts for a few accounts be waived in the total amount of $12.42, seconded by Donna; all were in favor.

d. Secretary Report- No report

e. Director Report- No report

V. Committee Reports:

a. Clubhouse Committee- Marilyn Burleigh stated there are no events planned for November but three are planned for December. To reserve the clubhouse, she will put a few reservation forms in plastic and leave them in the breezeway so when people want to reserve, they can fill out the form and bring it to her with the deposits. Marilyn also brought up the pool pavers and cleaning them, adding more polymore sand and sealing. For sand and sealing she obtained a price of $2,700. Discussion ensued. No action at this time with an outside company.

b. Outreach: No report.

c. Social Committee- Delores announced the October fest was attended by 26 people and it was very nice. Clubhouse decorating will be after Thanksgiving and December 9 will be the holiday party.

d. Architectural Review Committee- Discussion on a roof replacement

e. Compliance Committee- no report due to lack of a committee at this time. How to conduct compliance inspections was discussed and Randi gave a few suggestions. The Board will handle the inspections for now, each director walking an area by their home.

f. Landscape Committee- Wally presented his report and asked the Board to release 9,300.00 for various projects one is the hammock clean out Motion by Randi to approve up to $9,300.00 for the Action identified in the report, seconded by Bill all in favor.

VI. Managers' Report- attached

VII. New Business:

The 2019 operating budget was presented by Bill. Discussion ensued. Randi made a motion to accept the 2019 operating budget as presented with the monthly assessment remaining at $330.00 per month and total operating of $506,880.00, seconded by Jim; all were in favor.

Pool and spa repair quotes reviewed. For the spa heater two quotes reviewed, one from Nat pro and one from Wyse. The board initially approved up to $3,000.00 Following discussion motion was made by Randi to go with Wyse at $3,280.00, seconded by Jim; unanimous.
Pool lights three out of four need to be replaced, motion by Randi seconded by Bill to approve Spectrum Pool quote at $1001.57. All in favor.
Acid washing the pool and replacing the spa handrail were tabled.

Pump number two failed and needed to be replaced. Paradise quoted $1,858.74. Motion made by randi, seconded by Donna; all in favor.

VIII. Old Business:

1. Update on drainage project. Jim gave the update. See attached report.

There being no further business, Randi made a motion to adjourn at 11:09am, seconded by Donna. Meeting adjourned.

The floor was open to the residents.

Respectfully submitted,
Joan Thayer, LCAM

Treasurer's Report – September 2018
Presented October 23, 2018

Review of the financial reports for September:

1 - Owner Balances:

Balance	1/31	$2,062.72	($1,891.65 over 31 days)
Balance	2/28	$1,366.01	($89.59 over 28 days)
Balance	3/18	$ 870.10	($845.10 over 31 days)
Balance	4/18	$ 210.35	($210.35) various fees owed by 3 owners)
Balance	5/18	$ 644.93	(one owner plus various fees by 6 owners)
Balance	6/18	$1,709.73	(All over 30 days, 8 units – various amounts)
Balance	7/18	$1,692.67	(All over 30 days, 10 units – various amounts)
Balance	8/18	$1,067.18	(All over 30 days, 11 units – various amounts)
Balance	9/18	$ 766.59	(All over 30 days, 10 units – various amounts)

2 - Balance Sheet:	**Previous**	**Current**
Operating account	$133,832.63	$121,851.97
Reserve account	$271,275.51	$260,069.80

3 - Income Statement: Over/**Under** Budget $36,233.37 $46,813.97

4 – Reserves: Reserve expenses through September: $25,455.86

No change from July report. Reserve Expenses to date include repair of East Fence hurricane damage, installing light and lock at Publix gate and initial costs for Drainage Project. In May, $1,500 paid for soil testing for the Drainage Project. Some of the Legal fees dealing with Publix regarding their drainage contributions were paid. Vice Painting was paid $3,000 for the concrete sidewalk repairs. $15,000 paid out related to Drainage Project – survey, legal fees, civil engineer and local Drainage Committee projects.

Bill Burleigh, Treasurer

PARKSIDE PLACE HOMEOWNERS ASSOCIATION, INC.
PROPOSED BUDGET - YEAR ENDING DECEMBER 31, 2019

As of October 23, 2018

Submitted to Board for Review 10-16-18			**Approved 2018 Budget**			**Proposed 2019 Budget**
		Monthly Assessment	**$ 330.00**	**x 128 Units**		**$ 330.00**
		ANNUAL ASSESSMENT INCOME	**$ 506,880.00**			**$ 506,880.00**
		EXPENSES	**Approved 2018 Budget**	**Changes To 2018 Suggested**		**Proposed 2019 Budget**
COMMITTEE EXPENSES						
	6225	Welcome/Outreach Committee	150.00	0.00		150.00
	6415	Social Committee	150.00	0.00		150.00
	6418	Landscape Committee	200.00	500.00		700.00
	6420	Clubhouse Committee	150.00	0.00		150.00
		Total Clubhouse Expenses	**$ 650.00**	**500.00**		**1,150.00**
GENERAL & ADMINISTRATIVE						
	6020	Accounting / Tax Prep	1,600.00	1,000.00		2,600.00
	6040	Legal Fees	2,000.00	-500.00		1,500.00
	6080	Bank Fees - Coupon Books	650.00	-50.00		600.00
	6090	Postage	1,200.00	-200.00		1,000.00
	6091	Copies / Printing	1,200.00	800.00		2,000.00
	6120	Insurance - Liability/Property	131,290.00	3,900.00		135,190.00
	6130	Insurance - D & O	1,250.00	30.00		1,280.00
	6140	Insurance - Fidelity Bond	680.00	20.00		700.00
	6150	Insurance - Workers Comp	820.00	0.00		820.00
DEL	6155	Insurance - Fence	1,000.00	-1,000.00		0.00
	6160	Management Fees	17,040.00	0.00		17,040.00
	6220	Corporate Annual Report	61.00	0.00		61.00
	6221	Dues and Subscriptions	85.00	0.00		85.00
DEL	6222	Reserve Study	500.00	-500.00		0.00
	6240	Bad Debt	250.00	0.00		250.00
	6390	Miscellaneous	200.00	50.00		250.00
	7150	Clubhouse & Prop Termite Bond	5,400.00	0.00		5,400.00
		Total General & Administrative	**$ 165,226.00**	**$ 3,550.00**		**168,776.00**
GROUNDS MAINTENANCE						
	6510	Grounds Maintenance	37,520.00	-560.00		36,960.00
	6511	Pest Control - Residential	9,120.00	0.00		9,120.00
	6515	Maint Contract - Nat Harmony	30,000.00	0.00		30,000.00
	6548	Palm Tree Trimming	6,000.00	-1,000.00		5,000.00
	6549	Oaks/Other Tree Trimming	6,000.00	-2,000.00		4,000.00
	6550	Tree Removal	6,000.00	-1,000.00		5,000.00
	6551	Tree Replacement	5,000.00	1,000.00		6,000.00
	6552	Sod/Shrub Replacement	6,000.00	1,000.00		7,000.00
	6553	Hammock Maintenance	8,000.00	1,000.00		9,000.00
	6560	Landscaping Replacement	1,000.00	700.00		1,700.00
	6570	Fertilization and Chemicals	9,500.00	0.00		9,500.00
	6610	Irrigation Expense	23,150.00	-9,000.00		14,150.00
	6630	Lakes / Ponds / Waterways	1,000.00	0.00		1,000.00
	6790	General Repairs/Maintenance	10,000.00	-500.00		9,500.00
	6791	Building Painting	29,000.00	-500.00		28,500.00
		Total Grounds Maintenance	**$ 187,290.00**	**$ (10,860.00)**		**176,430.00**
RECREATION						
	7010	Pool & Spa – Maintenance	6,960.00	0.00		6,960.00
	7020	Pool – Equip Repairs/Supplies	3,000.00	-750.00		2,250.00
NEW		Spa - Equip Repairs/Supplies	.00	1,500.00		1,500.00
	7030	Pool/Spa Permit	576.00	0.00		576.00
		Total Recreation	**$ 10,536.00**	**750.00**		**11,286.00**
RESERVES						
	8260	Reserves - Pooled	44,088.00	954.00		45,042.00
		Total Reserves Expenses	**$ 44,088.00**	**954.00**		**45,042.00**
UTILITIES						
	7810	Electricity – Common Areas	7,780.00	1,220.00		9,000.00
NEW		Lampost Elec for # 111 & 810	0.00	120.00		120.00
	7812	Cable	83,310.00	4,166.00		87,476.00
	7850	Water/Sewer	5,500.00	-400.00		5,100.00
	7860	City Gas	2,000.00	0.00		2,000.00
	7865	Phone	500.00	0.00		500.00
		Total Utilities	**$ 99,090.00**	**5,106.00**		**104,196.00**
		TOTAL EXPENSES	**$ 506,880.00**	**$ -**		**$ 506,880.00**

Board Report, October 23, 2018

Activities/Actions

Plans for November:

1. Finish Hammock Cleanup.
2. Install Liriope at South Patrick entrance.
3. Finish/Present Annual Plan for 2019.
4. Develop PSP Plant Pallet.
5. Continue to close WOs.

Today's Board Action – Not to Exceed $9,300:

1. Hammock Cleanup -- $5,100.
2. South Patrick entrance Liriope – $2,800.
3. Ground cover at 2400 Building -- $900.
4. New tree near 101 Unit -- $500.

2018 Available Landscape Funds
(estimate as of October 1, 2018)

Account	2018 Budget	Available to be Obligated
6418 Landscape Committee	$200	-$238
6548 Palm Tree Trimming	$6,000	$2,457
6549 Oak/Other Tree Trimming	$6,000	$5,075
6550 Tree Removal	$6,000	$4,165
6551 Tree Replacement	$5,000	$5,000
6552 Sod/Shrub Replacement	$6,000	$2,430
6553 Hammock Maintenance	$8,000	$2,650
6560 Replacement/Enhancements	$1,000	-$11
Totals	$38,200	$21,528

Drainage Committee Report
October 23, 2018 Jim Lawson, Bill Burleigh & Jim McKillop

Report of recent activity:

Engineering Evaluation and Analysis

Civil engineer, Erin Trauger has met with the Saint John's River Water Management District (SJRWMD) to determine if any drainage or planning information, going back to the beginning of the PSP project, is available and helpful in evaluating the original intent of the drainage plan and to evaluate if restoration of the drainage system to the original plan would be constructive. She determined that SJRWMD has no historical records that would be helpful in development of a new drainage plan.

On Thursday, October 4th, Erin and Jim Lawson walked the property with Todd xxxxx, Director of Public Works at the City of Indian Harbour Beach. Todd was helpful in explaining that the City could not be involved in the resolution of drainage issues on private property or as an intermediary in any discussions between two owners of private property (PSP and Publix). He reflected on the City's participation on installation of the pump at the South Patrick Outfall, several replacements over time and the pumps limited effectiveness as it was only moving water from the water table to the outfall. He encouraged contact with FPL as he recognized that the overgrowth in the FPL outflow area to the north of our main east/west street was hampering drainage flow. He discussed the possibility of connecting our east property line swale to the storm water catch basin at the southeast corner of Gleason Park and promised to provide Erin with a name at the city to discuss that connection.

There is a planned meeting between Erin and the IHB building department on October 22nd to assess the detail of city records and their value in our redesign effort.

East Property Line Pumps

We have determined the name of a pump company that is willing to evaluate and size new pumps for the east property line. However, with the onset of the dry season and In light of potential to connect the east swale to the Gleason Park drainage system thereby creating a passive drain system (no pumps), the pump discussion has been tabled temporarily.

Outfall structure at South Patrick Drive

The outfall structure at South Patrick has remained clear. There continues to be limited rainfall and Natural Harmony has cleaned around the outfall and drainage culverts. The swales have been mowed and are relatively clear. The drainage system should be able to handle normal thunderstorm-type precipitation.

Landscape impediments to water flow

Overhanging tree limbs and bushes that drop leaves and debris into the swales continue to be an issue. They drop debris into the swale creating dams and obstructions that impeded flow. The Landscape Committee has agreed to address this issue this fall.

Easement Legal
We have not had a formal response to our second letter, although Gary did receive acknowledgment of receipt and an indication of their anticipation of a proposal.

Parkside Place Homeowners Association, Inc.
1221 Admiralty Blvd.
Rockledge, FL 32955

Manager's Report –October 2018

FINANCIAL REPORT

- The Financial Report was sent Rosemarie Civerolo was sent for your review.

REPORTS:

- Attached are the work order reports.
- Attached is the ARC and the violation reports

ADMINISTRATIVE/MAINTENANCE:

Spa heater was installed by Wyse November 1st.

Spa needs a new handrail, Jim Lawson looking into this

The second notice of Annual meeting was sent out. Six candidates expressed their interest.