BOARD MEETING JULY 28, 2015 6:30PM CLUBHOUSE
OFFICIAL MINUTES, APPROVED AT THE AUGUST 25, 2015 MEETING

Open Forum:

Resident comments:

1806 Parkside Place- Homeowner commented on the condition of the lawn in the common areas and what is being done in regards to these issues. Homeowner requested the irrigation and insecticide schedule to be posted in the bulletin Board. Lengthy discussion ensued on this topic.

2301 Parkside Place- Homeowner commented on Architectural Review Committee process and listing the committee in the websites.

1508 Parkside Place- Homeowner commented on the process of amending the Governing Documents.

1808 Parkside Place- Homeowner commented on the dog issues throughout the community.

1902 Parkside Place- Homeowner commented on the Termite Bond inspection. Vivian Carvalho will follow-up with Apex in regards to the list of the units that have been treated.

Call to order:
The meeting was call to order by Sherry Palmer at 7:01 PM.

Establish a quorum:
Andy Weeks (2015)
Mike Drushal (2015)
Sherry Palmer (2015)

Vivian Carvalho with Leland Management, Inc. was present along with various members from the audience.

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Approval of Minutes: The Board reviewed the meeting minutes from June 23, 2015

A motion was made by Sherry Palmer to approve the meeting minutes as presented. The motion was seconded by Andy Weeks. All those in favor, the motion was carried unanimously.

Officer's Reports:

President Report – Sherry Palmer reviewed with Board the homeowners request to solicit AFLAC insurance in the community by setting up a table where homeowners can inquire the information of various insurances polices. Lengthy discussion ensued on this topic.
A motion was made by Sherry Palmer to deny the request and inform the homeowner accordingly. The motion was seconded by Andy Weeks. All those in favor, the motion was carried unanimously.

Sherry Palmer reviewed the Joe Michalak engagement letter for Year End Review & Tax Return for 2015 totaling $1,500.00. ***A motioned was made by Sherry Palmer to approve the engagement letter. The motion was seconded by Mike Drushal. All those in favor, the motion was carried unanimously.***

Vice President Report- no report

Treasurer Report & Financial Report- Mike Drushal reviewed the written report for the Board to review.

Secretary Report- no report

Director's Report- no report

Committee Reports:

- Compliance- Ronna Ellerbeck provided an update about certain violation that she has followed up accordingly. There are 2 violation letters going out for garage doors being kept open. Lengthy discussion ensued on the process for ARB and establishing a Rules & Guidelines Handbook for the

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Association. Vivian Carvalho will provide template to Ronna Ellerbeck to initiate in this process.

- Social Committee- no report
- Landscape- no report
- Outreach- no report
- Long Range Planning- no report
- Architectural Review Committee- Jim Mckillop provided an overview of the applications submitted.

Managers' Report-

- **LMI: Work Order Reports- Vivian Carvalho recapped the reports that were generated in the system for the Board to review.**
- **Update on Lake & Wetland pond erosion project Phase 3.- Work-in-Progress.**
- **Update on the Reserve Study Report. Draft Completed Deferred the discussion until September.**
- **Update on the lamppost at the North of the pond. Work is completed.**
- **Update on the Clubhouse raised bed – Work is completed.**
- **Update on Painting Project with Vice Painting, LLC and ratification of delaying the painting of the storage room and costs for 10 garage doors. Vivian Carvalho reviewed with the Board the revised proposal.**
  A motion was made Andy Weeks to approve the revised proposal by adding the (10) additional garages that will be painted and removing the storage room from the proposal. The motion was seconded by Sherry Palmer. All those in favor, the motion was carried unanimously.
- **Discussion in regards to the pavers in the pool deck and proposals for the drainage issue in the pool deck.- Work is completed.**
- **Review & Consideration of proposals for the pool leak.- Work-in-Progress. Vivian Carvalho reviewed the severity of the pine tree that will need to be removed from the pool deck. Lengthy discussion ensued on this topic.**

  A motion was made by Sherry Palmer to proceed with the removal of the pine tree for a not exceed amount of $2,000 with a caveat of 2 proposals reviewed for the work and approved by Sherry Palmer. The motion was seconded by Andy Weeks. All those in favor, the motion was carried unanimously.

- **Updated on meeting with the City of Melbourne Sewer Fee Reimbursement Amount. Work-in-Progress. Vivian Carvalho is still working in scheduling this meeting with Mike Drushal. If we do not receive a response, we intend to escalate to higher management within City of Melbourne for a meeting schedule to discuss the credit.**

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- **Update on the Sauna- Work is completed.**
- **Update on Bocce Court- Work is completed.**

Old Business:

1. **Update of the Roadway Project and Consideration of the Request for Proposal Document.** Sherry Palmer reviewed the changes and provided an RFP to go out by August 10, 2015 to various vendors and work to commence by January 1, 2016.
   A motion Sherry Palmer to approve the additional changes to the RFP and proceed on getting the RFP send out. The motion was seconded by Mike Drushal. All those in favor, the motion was carried unanimously.

2. **Discussion in regards to revitalizing the Governing Documents and getting proposal for the project.** The Board reviewed the pricing for both companies. Lengthy discussion ensued on the information.
   A motion by Sherry Palmer to proceed with the quote from Becker & Poliakoff to revitalize the Governing Document for a not-to-exceed amount of $3,000. The motion was seconded by Mike Drushal. All those in favor, the motion was carried unanimously.

3. **Review & Consideration of Paradise Lawns Proposal for Sod in Visible Areas.** Sherry Palmer provided the overview of the proposal submitted from Paradise Lawns.
   A motion was made by Andy Weeks to proceed with the proposal from Paradise Lawns for a total amount of $2,945.00. The motion was seconded by Mike Drushal. All those in favor, the motion was carried unanimously.

4. **Discussion about the sod in the 900 Building.** Vivian Carvalho will follow-up with Paradise Lawns for an update of replacement of sod in the 900 Building and to get specifics about sod at which addresses.

5. **Discussion in regards to installing speed bumps throughout the community.** This item was deferred until next Board Meeting.

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6. **Update on Clubhouse A/C replacement.** *Sherry Palmer provided an overview of the work being completed by Complete Air & Heat.*
   The motion was made by Andy Weeks to ratify the action of approving the work to Complete Air & Heat. The motion was seconded by Sherry Palmer. All those in favor, the motion was carried unanimously.

New Business:

1. **Consideration of Seal Tight Proposal for Redoing the Roof in the Front Entrance.**
   A motion was made by Sherry Palmer to accept the bid from Seal Tight Roofing for replacement of the roof in the main entrance for a total amount of $1,650.00. The motion was seconded by Andy Weeks. All those in favor, the motion was carried unanimously.

2. **Review & Consideration of Paradise Lawns Proposal for Hammock Clean Up .** Vivian Carvalho reviewed the proposal with the Board. Lengthy discussion ensued on this topic. Any Weeks requested Vivian Carvalho to follow up with Paradise and request which specific hammocks by building number that will be included in the routine maintenance by building, specific months in which will be completed the work if it is on a quarterly, semiannual and or annual basis contract and the scope of service. that entails with the cleanup.

3. **Review & Consideration of Paradise Lawns Proposal for Tree Removal Behind Building 1800.**
   A motion was made by Andy Weeks to remove the large tree in the hammock behind building 1800 for a total amount of $1,200. The motion was seconded by Sherry Palmer. All those in favor, the motion was carried unanimously.

4. **Review & Consideration of Homeowner(s) Requests.**
   a. **Account # 7221211- Waiver Request-** The Board deferred the review until the next Board Meeting.

   b. Account # 7221004- Waiver Request

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A motion was made by Andy Weeks to deny the request of waiving any late fees and interest. The motion was seconded by Mike Drushal. All those in favor, the motion was carried unanimously.

c. Account # 7222408- Waiver Request

A motion was made by Andy Weeks to deny the request of waiving any late fees and interest. The motion was seconded by Mike Drushal. All those in favor, the motion was carried unanimously.

d. Account #7221508- Scooter Approval

A motion was made by Mike Drushal to ratify the action of scooter approval in the community for account #7221508. The motion was seconded by Andy Weeks. All those in favor, the motion was carried unanimously.

Adjournment-

A motion was made by Sherry Palmer to adjourn the meeting at 8:13 PM. The motion was seconded by Mike Drushal. All those in favor, motion was carried unanimously.