

**PINEWOOD HOMEOWNERS ASSOCIATION, INC.**

**Board of Directors Meeting**

**622 Pinewood Dr., Davenport, FL 33896**

December 07, 2010

7:00 pm

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**I QUORUM:**

Quorum was met: Earl Hartman, Richard Harrison, Yvette Edmonds, also attending the meeting was John Edmonds from 704 Davenport Dr. and Gerald J. Duigenan Dolby-Gray from 612 Pinewood Dr.

**II CALL TO ORDER**

Maggie Nogueiras, representing Sentry Management called the Meeting to order at 7:00 pm.

**III. PROOF OF NOTICE:**

The meeting notice was posted at the community entrance, and packets were sent via email to every board member, forty eight hours prior.

**IV MINUTES:**

MOTION to adopt the minutes from September 24 was made by Yvette Edmonds, seconded by Earl Hartman. Adoption to minutes from November 9 was done by Yvette Edmonds, seconded by Richard Harrison. All in favor, motions passed.

**V OLD BUSINESS:**

Front entrance sign – Earl Hartman proposed to keep working with Bartfield Fence & Walls in Spite of the many times they have missed the date to start the reconstruction project; but to let them know that if by Christmas time they have not finished, the HOA of Pinewood Estates will take legal representation.

Yvette Edmonds and Richard Harrison agreed on this proposition.

**VI NEW BUSINESS:**

A) The former quote from Polk Sod to re-sod the common areas for \$5400.00 is now slightly over \$10,000 as Polk revisited the site and realized they misinterpreted the amount of ground to be covered. More research and other quotes will be sought for further discussion at the next meeting.

B) Earl Hartman noted that a break in the irrigation around the pond and along the common area in the back was repaired and is now working

except for a few minor adjustments but that the front entry will need to be investigated and repaired before any sodding is done. .

- C) A quote to spray trees to remove moss in the common areas is \$100.00 per tree,  
(there are 21 oak trees on common areas inside the subdivision), more research will be done before a decision can be reached.
- D) Richard suggested that we consider editing the bylaws and allowing the Board to have up to five board members with the minimum steel three. Articles and Bylaws will be reviewed to determine the procedure for doing this.
- E) Earl presented an index for the Articles of Incorporation, Bylaws and both Declaration of Easements, Covenants, Conditions and Restrictions for both phases of construction. Yvette reviewed the documents and wondered:
- if the HOA is tax exempted.
  - why the Declaration of Easement DECC has a second amendment but not a first one. Is there a first amendment somewhere?
- F) Maintenance for foreclosed and vacant properties was discussed and it was noted that former lawn service paid \$35.00 for each lawn. Sentry should send out notices to owners and these fees should be added to dues and we should verify that we can get the money back from banks and realtors.
- G) The date for the annual meeting will be set at the January meeting and discussion of proxies and notices will take place during that meeting also

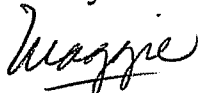
**VII ESTABLISH DATE OF NEXT MEETING:**

Next meeting will be, January 11<sup>th</sup>, 2011

**VIII ADJOURNMENT:**

No further business was discussed at this point; meeting was adjourned by unanimous voice vote at 8:23 p.m.

Respectfully submitted,



Maggie Nogueiras, LCAM  
Community Association Manager

Adopted: 1-11-11

**PINEWOOD HOMEOWNERS ASSOCIATION, INC.**

**Board of Directors Meeting**

**704 Pinewood Dr., Davenport, Fl 33896**

November 09. 2010

7:00 pm

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**I QUORUM:**

Quorum was met: Richard Harrison, Secret./ Treasurer, Yvette Edmonds, Vice President and Earl Hartman, President over the internet; also attending was John Edmonds.

**II CALL TO ORDER**

Maggie Nogueiras, representing Sentry Management called the Meeting to order at 7:03 pm.

**III. PROOF OF NOTICE:**

The meeting notice was posted at the community entrance, and packets were sent via email to every board member, forty eight hours prior.

**IV MINUTES:**

MOTION to adopt the minutes from May 11 and September 7 was made by Yvette Edmonds, seconded by Earl Hartman. Adoption to minutes from September 24, will be done on the next meeting. Motion was passed unanimously.

**V OLD BUSINESS:**

Management was instructed to keep following up on the front entrance sign's progress, also the proposal for the area where the old sign was located before. Mr. Harrison wants to know what happened to the old sign, if possible put it back on where it was before.

**VI NEW BUSINESS:**

A) Motion to approve the ARB application to paint the exterior walls on 714 Pinewood Dr, was done by Yvette Edmond, seconded by Richard Harrison, all in favor, motion passed.

B) Management was instructed to send violation letters to:  
107 Cypress Landing – paint the house, fix the fence  
102 Pinewood Dr. - wooden box needs to be placed on left side of the house

- C) Management was instructed to contact the Law Enforcement Office in Polk Count to see what can be done in reference to 408 Pinewood Dr. and the many items placed in front of their driveway, daily.
- D) Yvette Edmonds will be working on a newsletter.
- E) Management was instructed not to make any payments on Capital Expenses Improvement Projects before been inspected and approved by one of the Board Members. Management ought to wait for the ok to be paid by one of the Board Members.
- F) President Earl Hartman informed he has a proposal to sod some common areas for the amount of \$5,400.00, but irrigation needs to be fixed and extended in certain areas first. This discussion will be continued in the next meeting.

**VII ESTABLISH DATE OF NEXT MEETING:**

Next meeting will be, on December 7, 2010.

**VIII ADJOURNMENT:**

No further business was discussed at this point; meeting was adjourned by unanimous voice vote at 8:12 p.m.

Respectfully submitted,



Maggie Nogueiras, LCAM  
Community Association Manager

Adopted: 12-7-10

**PINEWOOD HOMEOWNERS ASSOCIATION, INC.**

**Board of Directors Meeting**

**704 Pinewood Dr., Davenport, Fl 33896**

September 7, 2010

7:00 pm

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**I QUORUM:**

Quorum was met, by two board members: Yvette Edmonds, Vice President and Earl Harman, President over the phone.

**II CALL TO ORDER**

Maggie Nogueiras, representing Sentry Management called the Meeting to order at 7:02 pm.

**III. PROOF OF NOTICE:**

The meeting notice was posted at the community entrance, and packets were sent via email to every board member, forty eight hours prior.

**IV MINUTES:**

MOTION to adopt the previous minutes, was tabled for the next meeting.

**V OLD BUSINESS:**

Management was instructed to keep following up on the front entrance sign's progress, and make sure the electrical wiring is all fixed.

**VI NEW BUSINESS:**

- A) Management was instructed to provide Board Members with an update Status on legal foreclosures.
- B) Management was instructed to send letter to those owners that don't keep lawns' maintenance. US Lawn will be instructed to maintain their lawns at their expense.
- C) Yvette Edmonds made a motion to authorize John to fix the picnic tables along with two other homeowners: Mr. Gruman and Mr. Quattro, motion was seconded by Earl Hartman, motion passed unanimously.
- D) Yvette Edmonds will be working on a newsletter.
- E) Proposed budget was discuss, and will be approved on the next meeting.
- F) The following issues were tabled for the next meeting:

- 1) New Board Member, due to resignation received from Rose Little
- 2) New lawn service contractor, Board has received three estimates from three different companies.

**VII ESTABLISH DATE OF NEXT MEETING:**

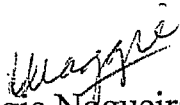
Next meeting will be the Budget Meeting, on September 24, 2010.

**VIII ADJOURNMENT:**

No further business was discussed at this point; meeting was adjourned by unanimous voice vote at 8:02 p.m.

Respectfully submitted,

Adopted: 11-9-10

  
Maggie Nogueiras, LCAM  
Community Association Manager

**PINEWOOD HOMEOWNERS ASSOCIATION, INC.**

**Board of Directors Meeting**

**105 Bayhead St., Davenport, FL 33896**

May 11, 2010

7:00 pm

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**I QUORUM:**

Due to President Donald Donahue's resignation, Yvette Edmonds was appointed by Earl Hartman to occupy the empty seat, Mr. Hartman made a motion and it was seconded by Rose Little. All in favor, motion passed.

Quorum was established, Rose Little and Yvette Edmonds were present, five other homeowners were also present.

**II CALL TO ORDER**

Maggie Nogueiras, representing Sentry Management called the Meeting to order at 7:02 pm.

**III. PROOF OF NOTICE:**

The meeting notice was posted at the community entrance, and packets were delivered to every board member, forty eight hours prior.

**IV MINUTES:**

MOTION to adopt the previous minute was made by Rose Little with the correction on paragraph VI-E as follows: Donald Donahue made a motion to accept Barber's and Lake Doctor's contract, and direct Earl Hartman to authorize Barber to perform additional work to level the bottom of the pond, as needed. This MOTION was seconded by Yvette Edmonds, all in favor, motion passed unanimously.

**V OLD BUSINESS:**

Sign – Management was instructed to make an appointment with Barfield Fence and Wall to meet with Rose and Yvette.

**VI NEW BUSINESS:**

A) Management will provide The Board Members with the irrigation's Proposals, as received.

B) ARB application for 326 Pinewood Dr. This application for synthetic grass was denied, MOTION was made by Yvette Edmonds, seconded by Rose Little, all in favor, motion passed. Owners were present.

- C) Contract for quarterly maintenance from The Lake Doctor, was signed by Rose Little.
- D) Management was instructed to scan future ARB applications to all Board Members.
- E) Reorganization of the Board Members as follows:

President	Earl Hartman	3 years
VP	Yvette Edmonds	2 years
Secr./Treas.	Rose Little	1 year

**VII ESTABLISH DATE OF NEXT MEETING:**

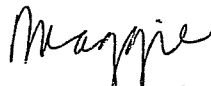
To be determined – Rose Little will be on vacation for six weeks

**VIII ADJOURNMENT:**

No further business was discussed at this point; meeting was adjourned by unanimous voice vote at 8:20 p.m.

Respectfully submitted,

Adopted: 11-9-10



Maggie Nogueiras, LCAM  
Community Association Manager



**PINEWOOD COUNTRY ESTATES HOMEOWNERS  
ASSOCIATION, INC.  
ANNUAL MEETING - MINUTES  
February 25, 2010**

- 1.- Meeting was called to order at 7:18 pm by Community Manager Maggie Nogueiras.
- 2.- Quorum was established sixteen proxies and ten homeowners were present.
- 3.- Proof of Notice affidavit was showed to everybody.
4. - No previous annual minutes were available since quorum was not established.
- 5.- Old business – none at this time
- 6.- New business:
  - a) Nomination from the floor : Donald Donohue  
Earl Hartman  
Richard Harrison
  - b) Appoint Tellers: Yvette Edmonds and Carole Kingham
- 7.- Result of election: Donald Donohue and Earl Hartman
- 8.- Don motion to adjourn the meeting, seconded by Richard, meeting was adjourned by unanimously vote at 7:38 pm

Respectfully Submitted:



Maggie Nogueiras LCAM  
Community Association Manager

Adopted: 2-8-11