

PINEWOOD HOMEOWNERS ASSOCIATION, INC.

**Board of Directors Meeting
704 Pinewood Dr., Davenport, Fl 33896**

June 7 2011

3:00 pm

I QUORUM:

Quorum was met, attending the meeting: Earl Hartman and Yvette Edmonds, Richard Harrison, was absent.

II CALL TO ORDER

Maggie Nogueiras, representing Sentry Management called the Meeting to order at 3:25 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 10 was made by Yvette Edmonds seconded by Earl Hartman. All in favor, motion passed.

V REPORTS:

Financial Report was reviewed.
No further questions formulated.

Management Report was reviewed.

VI NEW BUSINESS:

Motion was made by Yvette to accept the ARB application to replace the fence and paint the house at 137 Cypress Landing St, seconded by Earl, all in favor, motion passed.

VII OLD BUSINESS:

- a) Progress Energy-meter #875555 89441. Joey Arroyo is handling the request from Polk County Utility Dept.
- b) Polk County water bill meter #5370865. Earl spoke with Alan Yoder who consulted with his supervisor about the \$10,000.00 water bill, and Earl will have an answer at a later time.
- c) Brandick and Bishop, we are waiting on Joey Arroyo's decision for reduction on charges, meanwhile the Board decided not to waive any late charges or interest fees.

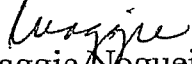
- d) Swale – SFWMD. Earl will write them a letter requesting to re consider the matter due to hardship times for all homeowners.
- e) Richard is trying to contact several delinquent owners at UK, so far he has been able to get in touch with just one.
- f) Account #001020 – Barhatkov. The Board is considering in garnishing the rent \$, but Joey Arroyo, District Manager for Sentry Management, advised to wait until July when the Florida new law might take place. This new law if approved, might allow the community to collect more \$.

VIII ESTABLISH DATE OF NEXT MEETINGS:

July 12 at Yvette's house at 3:00 pm

IX ADJOURNMENT:

No further business was discussed at this point; motion to adjourn the meeting was done by Earl Hartman and seconded by Yvette Edmonds at 4:04 pm. All in favor, meeting adjourned.

Respectfully submitted,

Maggie Nogueiras, LCAM
Community Association Manager

Adopted: July 12, 2011

PINEWOOD HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting

704 Pinewood Dr., Davenport, Fl 33896

May 10, 2011

6:00 pm

I QUORUM:

Quorum was met, attending the meeting: Earl Hartman and Richard Harrison (through conference call), and Yvette Edmonds, also present was John Edmonds.

II CALL TO ORDER

Maggie Nogueiras, representing Sentry Management called the Meeting to order at 6:00 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 April 12 was made by Yvette Edmonds seconded by Richard Harrison. All in favor, motion passed.

V REPORTS:

Financial Report was reviewed.

- a) Management informed that a lien was placed on Account # 30057, as requested by the board.

Management Report was reviewed.

- a) In reference to final bill from Progress Energy, acct. #87555 89441 Management was instructed to research how many past bills can be located and how much money spent on this account can be verified. After reviewing this information, a request letter will be sent to the City of Polk County for reimbursement on back payments by the HOA.

VI NEW BUSINESS:

- a) Management was instructed to follow up on the estimate from Access Engineering and Consulting, Inc. about restoring the swale in back of the community as requested by Southwest Florida Water Management District, on their letter dated April 27, 2011.

VII OLD BUSINESS:

- a) Management was instructed to find out the process to garnish

the rent money on account #001020 – Barhatkov

b) Grass has been installed and is being monitored to make sure it grows satisfactorily. Water sequence and timing will be reviewed and reduce accordingly.

VIII ESTABLISH DATE OF NEXT MEETINGS:

June 7th at Yvette's house at 3:00 pm

IX ADJOURNMENT:

No further business was discussed at this point; motion to adjourn the meeting was done by Earl Hartman and seconded by Richard Harrison at 6:41 pm. All in favor, meeting adjourned.

Respectfully submitted,

Maggie

Maggie Nogueiras, LCAM

Community Association Manager

Adopted: 6-7-11

PINEWOOD HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting

704 Pinewood Dr., Davenport, Fl 33896

April 12, 2011

7:00 pm

I QUORUM:

Quorum was met, attending the meeting: Earl Hartman (through video conference), Richard Harrison, and Yvette Edmonds, also present were: Peter Taylor, John Edmonds, Mr. and Mrs. Keith Arthur Templeton.

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 minutes from March 1 was made by Earl Hartman, seconded by Richard Harrison... All in favor, motion passed.

V REPORTS:

a) Financial Report was reviewed.

Motion was made by Earl Hartman to lien Account # 30057, seconded by Richard Harrison, all in favor, motion passed.

Yvette Edmonds will talk to owners at 806 Pinewood in reference to outstanding amount. Account # 30073

b) Manager Report was reviewed. No other comments at this time.

VI NEW BUSINESS:

a) Royce invoice for the amount of \$1,183.00 was approved to be paid.

b) Polk Sod will be installing Bahia sod instead of St. Augustine on the Common areas, this coming week end. A check for 40% from the 50% balance was given to Yvette by Maggie, the other 10% will be delivered by Maggie to Yvette on Tuesday 19th. Yvette Edmonds, Royce Andrews and Richard Harrison will inspect the job before final payment.

- c) Richard requested that Maggie look for the irrigation meter's number and also the sign meter's number; and also to make an appointment with Progress Energy to locate the irrigation's meter
- d) South West Florida Water Management District has inspected the Community, and there is a potential violation issue on the properties backing up to Pinewood Lake. Board will wait for official letter to formulate response if necessary.
- e) Earl Hartman requested that next time Royce is in the area with his power wash equipment, he needs to power clean the fence and the fascia on 113 Pinewood Ct.
- f) Maggie will look into towing disable car's policy.

VII OLD BUSINESS:

- a) Earl informed that the Asiatic Jasmine plants in the area of Cypress Landing and Pinewood Dr. are doing well.
- b) The broken sidewalk at the entrance of the community , was properly fixed by Polk County
- c) The picnic area's power wash and the sealant to the picnic tables and benches are all done, it came out real nice.

VII ESTABLISH DATE OF NEXT MEETINGS:

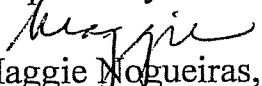
May 10 at Yvette's house at 6:00 pm.

June 7th at Yvette's house at 3:00 pm

VIII ADJOURNMENT:

No further business was discussed at this point; meeting was adjourned
At 8:45 pm.

Respectfully submitted,


Maggie Nogueiras, LCAM
Community Association Manager

Adopted: 5-10-11

PINEWOOD HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting

622 Pinewood Dr., Davenport, FL 33896

March 1, 2011

7:00 pm

I QUORUM:

Quorum was met, attending the meeting: Earl Hartman, Richard Harrison, Yvette Edmonds, also present was Sharon Hartman and Peter Taylor

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 January 11 was made by Earl Hartman, seconded by Richard Harrison, with the additional information that Richard ~~Hartman~~ attend the meeting through video conference. All in favor, motion passed. *HARRISON*

MOTION to adopt the organizational minute from February 8, 2011, was made by Richard Harrison, seconded by Yvette Edmonds, all in favor motion passed.

V REPORTS:

a) Financial Report was revised page by page with special emphasis on the Accounts Receivable Report, specially on account 001008; Board wants to hold collection procedure until further notice. Peter Taylor will get their phone #, and Yvette will talk to owner.

Account 001001: Board agreed in getting their phone # or email address to touch basis with owner, this owner has until March 7 to respond to attorneys, or litigation will be in progress.

b) Manager's Report was fully explained, not further questions on this report.

VI NEW BUSINESS:

- a) Barfield Fence & Wall: Earl Hartman gave paperwork requested from B.F. & W. to Maggie to be kept in the office in the front entrance sign's file.
- b) Motion to pay invoice #92055 for the amount of \$12,816.92 to Barfield Fence & Wall, was made by Richard Harrison, seconded by Yvette Edmonds. All in favor, motion passed.
- c) After the annual meeting on Feb. 8, 2011, Yvette Edmonds got in contact with Michael Eckersley representative for Colin Bishop, and referred him to Larsen and Associates' attention, since the Board could not do anything else, for being the case in the attorney's Hands already.
- d) Yvette informed that Stephen Fisher is not longer interested in be part of the Board Members.
- e) Pond inspection: it is every four years, and is due to be done on April 2nd, 2011. Earl will contact Ali Shasti, M.S., P.E. to conduct the inspection.
- f) Earl Hartman informed that he purchased 80 Asiatic Jasmine plants to be plant in the area of Cypress Landing and Pinewood. The invoice for the amount of \$229.67 was given to Maggie for reimbursement.
- g) Royce Andrews, was authorized to power wash and apply sealant to the picnic tables and benches at the picnic area.
- h) Earl Hartman made a motion to replace the burned out common Areas for Argentina Bahia sod, this motion is seconded by Yvette Edmonds, all in favor, motion passed.
- i) The Board is considering power wash the driveway and fence at 113 Pinewood, no one is living there, the house is in foreclosure, it has an abandoned look.
- j) Peter Taylor reported that a tank/truck from the City broke the sidewalk at the entrance of the community. Earl will investigate and report the incident to the city.

VII ESTABLISH DATE OF NEXT MEETING: April 12 at Yvette's house.

VIII ADJOURNMENT:

No further business was discussed at this point; meeting was adjourned
At 9:00 pm.

Respectfully submitted,

Maggie
Maggie Nogueiras, LCAM
Community Association Manager

Adopted: 4-12-11

**PINEWOOD COUNTRY ESTATES HOMEOWNERS
ASSOCIATION, INC.
ANNUAL MEETING - MINUTES
February 08, 2011**

1. - Meeting was called to order at 7:05 pm by Community Manager Maggie Nogueiras.
2. - Quorum was established.
Eleven proxies: Leslie Barhatkov, Peter Bell, Gerald Dolby-Gray
David Edwards, Mark Edwards, Michael Edwards
Mary McMahan, Clifford Mullins, Valerie Shuss
Charles Stewart, Mark Lentz

Nine present: Dianne Berthiaume, Jeff Berthiaume, Rose Little,
Earl & Sharon Hartman, John & Yvette Edmonds,
Richard Harrison, Steven Fisher, Peter Taylor
Carole Kingham.

Also present was Michael C. Eckersley from J & M Management service, representing Colin Bishop, owner at 121 Pinewood Dr. (did not bring any proxy)

3. - Proof of Notice affidavit was showed to everybody
4. - Richard Harrison made a motion to adopt the minutes from last year, seconded by Yvette Edmonds. All in favor, motion passed.
5. - Old business – color book for exterior paint from Sherwin Williams, was approved unanimously by the presents
- 6.- New business:
 - a) Nomination from the floor: Richard Harrison
Stephen Fisher
 - b) Appoint Tellers: John Edmonds and Dianne Berthiaume
- 7.- Result of election: Richard Harrison for three years
- 8.- Earl Motion to adjourn the meeting, seconded by Richard, meeting was adjourned by unanimously vote at 7:45 pm.

Respectfully Submitted:



Maggie Nogueiras LCAM
Community Association Manager

Adopted: 3-1-11

PINEWOOD HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting

622 Pinewood Dr., Davenport, FL 33896

JANUARY 11, 2011

3:00 pm

I QUORUM:

Quorum was met, attending the meeting were: Earl Hartman, Richard Harrison, Yvette Edmonds.

on video conference

II CALL TO ORDER

Maggie Nogueiras, representing Sentry Management called the Meeting to order at 3:00 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. Although the Pinewood by laws indicate that notice is not required for board meetings, only for annual meeting, Maggie indicated that according to Florida Statutes Chapter 720.303 (2c-1), also requires public notice for board meetings.

IV MINUTES:

MOTION to adopt the minutes from December 7 was made by Yvette Edmonds, seconded by Earl Hartman. All in favor, motions passed. The Board asked that a draft of future minutes be prepared within a few days after the meeting and sent for review so that any editing might be done before the next Meeting.

V OLD BUSINESS:

Front entrance sign – Electrical work was about to be finished today. Contractor Barfield, Fence and Wall, Bill Walker is requesting from The Board to inspect the work done for a final approval.

Board will contact Bill Walker in reference to:

- power washing the fence
- dead bushes
- some missing mortar joints

Payment for the sign work was discussed, and the Board decided to take funds from each of the two reserve funds so that the funds will be approximately balanced.

VI NEW BUSINESS:

- A) Proposal to approve the \$10,000.00 re-sod project on common areas, will be tabled for next meeting. This project will be done in phases, First killing all the existing growth and then laying sod two weeks later, completion by the end of March 2011.
- B) Maggie will contact code enforcement to see if anything can be done about the stagnant pool on Wall Ave.
- C) Board members met with Patrick Chastten regarding a retaining at the corner of Pinewood and Cypress Landing. The proposed wall would cost several thousand dollars and Board decided this could not be done at this time with the anticipated expense of the sod. The area will be sodded in an effort to prevent washout.
- D) Medlock Tree service has reviewed the common trees made a proposal of \$2,000.00 to remove moss from the main tree at the pond and three trees in the washout area. Chemical treatment is believed not to be efficient but Forever Green is charging \$100.00 per spray to remove the moss from the oak tree. The Board members authorized up to \$200.00 to spray one tree to see how it works.
- E) The attorney's report was reviewed in particular as to how it to 145 Bayhead. The method appears to be that if there are no payments made within 12 months, the account is turned over to the attorneys for collection. According to Maggie letters are sent from Sentry Management, Inc. when accounts are late and notice is given that additional fees will be incurred if payments are not made. Management was instructed to check the accounting at 145 Bayhead, and inform the Board on any recent payment.
- F) Irrigation has been fixed in all areas except the front. It will be repaired at the front before the new sod comes in place.
- G) Sidewalk was already repaired by Polk County, but water depression Pinewood Ct. and Pinewood Dr. will be inspected by them to determine what needs to be done and when.

- H) Management was instructed to call Alligator Hot Line to trap an eight foot alligator
Who lives at the lake and roams around the neighborhood at night.
- I) Yvette will check on the violation list provided in the Management Report, and will let Maggie knows to contact owners.
- J) The picnic area is being cleaned to make it more appealing to neighbors.
- K) The possibility of increasing the number of Board Members was discussed, leaving the minimum number at three, but allowing more people to have a voice if they wanted to. Maggie noted that the Board members must always be an odd number. No action was taken at this meeting
- L) The Board noted that bylaws allow an increase in assessment by Board action. No action was taken at this time to do so, but the discussion centered around the increased costs that are to be incurred for water and fertilizer once the sod is replaced in the common areas.

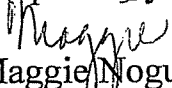
VII ESTABLISH DATE OF NEXT MEETING:

Next meeting will be the annual meeting on February 8, 2011.
Sentry Management will send out notices of meeting along with proxies.
Richard noted that it takes ten days for mail to reach the UK where
Several owners reside. Proxies can be faxed or scanned and emailed.
Yvette will prepare a Newsletter for inclusion in the annual notice and
will have it ready by January 14 for processing.

VIII ADJOURNMENT:

No further business was discussed at this point; meeting was adjourned
by unanimous voice vote at 4: 35 p.m.

Respectfully submitted,


Maggie Nogueiras, LCAM
Community Association Manager

Adopted: 3-1-11