PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting Minutes
March 30, 2005

I. **CALL TO ORDER**
Gordon Jackson called the meeting to order at 7:02 p.m.

II. **QUORUM:**
Jeff Berthiaume, Chris Warren and David Thompson established a quorum. Gordon Jackson represented Sentry Management

III. **PROOF OF NOTICE:**
The meeting notice was posted at the community entrance and a copy of the agenda and Board Packet were delivered to each board member 48 hours in advance of the meeting.

IV. **READING AND APPROVAL OF PREVIOUS MINUTES:**
David Thompson made a **MOTION** to accept the minutes as written and Chris Warren seconded; it carried unanimously.

V. **MANAGERS REPORT:**
Managers report given by Gordon Jackson

VI. **FINANCIAL REPORT:**
Financial report given by Gordon Jackson

VII. **OLD BUSINESS:**
A. Turf Proposal -Board reviewed proposal from D & B Landscaping and decided to table the decision until alternative options could be looked into.
B. Delinquent accounts- Board will review past due accounts at the next meeting.

VIII. **NEW BUSINESS:**
A. Violation Letters – Board directed management to send "friendly" letter to all homeowners in violation of the documents. Gordon Jackson to send letter via email to the Board for approval.
B. Property Insurance- Gordon Jackson gave Jeff Berthiaume insurance waiver to sign for the common area

IX. **ESTABLISH DATE OF NEXT MEETING:**
The next meeting will be held on May 4, 2005 at 7 p.m. at 105 Bayhead Street.

X. **ADJOURNMENT:**
The meeting was adjourned at 8:39 PM by mutual agreement.

Respectfully submitted,

Gordon R. Jackson, LCAM
Association Manager

Board adopted
5/4/05

PINEWOOD COUNTRY ESTATES HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS
ORGANIZATIONAL MEETING
JANUARY 13, 2005

MINUTES

1. A quorum was established:
   In Attendance: Ms. Chris Warren
   Mr. Jeffrey Berthiaume
   Sue Sookdeo and Gordon Jackson, Sentry Management

2. Mr. Jackson called the meeting to order at 7:20 pm.

3. Mr. Berthiaume made a motion to approve the Minutes from October 12, 2004 Board of Directors Meeting. Ms. Warren seconded the motion and it carried unanimously

4. The following officers were elected by unanimous consent:

   A. Jeffrey Berthiaume, President
   B. Chris Warren, Vice-President
   C. David Thompson, Secretary/Treasurer

5. Managers' report was given by Mr. Jackson and filed.

6. Financial report was reviewed and the Board requested that when the monthly financial was available that Ms. Warren be contacted and she will pick it up at Sentry's Clermont office.

7. Old Business:
   A. Proposal for Landscaping and Turf Replacements was table until April meeting.

8. New Business:
   A. The Board requested Sentry not send any violation letters without the Board's approval.
   B. The Board waived Property Insurance.

9. The Board did not establish a date for the next Board meeting. Once they have determined a suitable date they will notify Management.

10. Mr. Berthiaume made a motion to adjourn the meeting. Ms. Warren seconded the motion and it carried unanimously. The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Gordon Jackson, LCAM
Association Manager

PINEWOOD HOMEOWNERS' ASSOCIATION, INC.
Board of Directors Meeting Minutes
October 12, 2004

I. **CALL TO ORDER**
President Betsy Burns called the meeting to order at 7:00 p.m.

II. **PROOF OF NOTICE:**
An agenda was delivered to each board member and the notice posted 48 hours in advance.

III. **QUORUM:**
Ms. Burns & David Thompson represented a quorum. Gordon Jackson represented Sentry Management.

IV. **MINUTES:**
Mr. Thompson made a motion to approve the minutes of September 21, 2004. Ms. Burns seconded the motion and it carried unanimously.

V. **REPORTS:**
A. **MANAGER'S REPORT** - Given by Mr. Jackson and attached to Minutes
B. **FINANCIAL REPORT** – Filed for Audit or Review

VI. **UNFINISHED BUSINESS:**
A. Matters related to Finance
   i. The board reviewed the proposed Budget for 2005. After a brief discussion and comments from those in attendance a motion was offered by Mr. Thompson, seconded by Ms. Burns to approve the proposed Budget. The Budget was adopted by unanimous voice vote.
   ii. The Board reviewed the Engagement Letter submitted by Arrington & Company to perform an audit of the Association's finances. The Board decided not to have an audit completed for this year. Mr. Jackson will obtain proposals for the type of report mandated by Florida Statute 720 as it pertains to Pinewood Country Estates. The Board unanimously authorized Ms. Burns to sign the engagement letter not exceeding $ 650.00.
B. ARB PROCEDURES
   i. There were no ARB's to be considered.
C. COVENANT AND RESTRICTIONS ENFORCEMENT
   i. None to be addressed
D. Matters related to Retention Ponds
   i. The board requested Management obtain proposals for the removal of weeds from the retention ponds.
E. The Board discussed several dates and locations for the Annual Meeting. Management will be notified when a date and location are determined. NOTE: Notified 10-13-04 that the date would be November 5, 2004 and the meeting will be held at 744 Pinewood Drive.

VII. **NEW BUSINESS:**
A. Matters Related to Grounds
   i. Management was directed to contact D & B Landscaping and question their proposal the turf replacement.
   ii. The Board requested management obtain proposal from other Landscapers to maintain the community. Landscapers will be required to perform all services including irrigation pest and weed control.

VIII. **NEXT MEETING:** Annual Meeting: November 5, 2004 at 7:30pm

IX. **ADJOURNMENT:** Meeting adjourned by unanimous consent at 8:00 pm.

Respectfully submitted,

Gordon R. Jackson, LCAM, Association Manager

Board Adopted: 1/13/05

PINEWOOD HOMEOWNERS' ASSOCIATION, INC.
Board of Directors Meeting Minutes
September 21, 2004

I. **CALL TO ORDER**
President Betsy Burns called the meeting to order at 7:03 p.m.

II. **PROOF OF NOTICE:**
An agenda was delivered to each board member and the notice posted 48 hours in advance.

III. **QUORUM:**
Ms. Burns, David Thompson, and Chris Warren represented a full quorum. Brenda Aro represented Sentry Management.

IV. **MINUTES:**
Mr. Thompson read the August 17th minutes. Ms. Warren made a **MOTION** to approve the minutes and Mr. Thompson seconded and it carried unanimously.

V. **REPORTS:**
A. MANAGER'S REPORT given by Ms. Aro. Ms Warren made a **MOTION** not to use the Sentry system violation letters and Mr. Thompson seconded; it carried unanimously. Ms. Aro gave the Board a letter from Gordon Jackson announcing her resignation. A replacement is being identified.
B. FINANCIAL REPORT – Ms. Aro clarified the over accrual of 6040.

VI. **UNFINISHED BUSINESS:**
A. GROUNDS
i. Pest Control Contract Ms. Aro provided 3 bids for weed and insect spraying from Middleton, Florida Pest, and Pest Control Lawn Enforcement. Discussion moved D & B Landscaping's quote for sod. President Burns suggested ground cover as opposed to turf due to the cost of water, pest control, etc. Entering into a new contract was put on hold. President Burns will recruit for a Landscaping Committee in the newsletter.
ii. Retention Pond Maintenance: Ms. Aro is waiting on a quote from Lake Doctors, as they are the only vendor contacted who will perform the service in the area. It will be to spray and treat the water, not remove weeds and growth. as clarified by President Burns.
B. ARB PROCEDURES
i. Alex Chatfield is Chair of the ARB and they are fully empowered and will hold, post, and take minutes of their meetings. Ms. Aro delivered applications to him on September 17h.
C. COVENANT AND RESTRICTIONS ENFORCEMENT
i. Fining Process: Ms. Aro gave the Florida Statute to the Board that was changed this year to limit fines as liens on a property. Discussed handing matters over to an attorney directly instead of trying to collect fines to rectify an issue. The consensus was to table the matter until next year.
ii. Unresolved issues: President Burns made a **MOTION** to give 117 Cypress Landing until Monday, September 27th to mow and if not, she will call Code Enforcement. Mr. Thompson seconded and it passed unanimously.

VII. **NEW BUSINESS:**
A. FINANCES: Ms. Aro presented the 2005 Proposed Budget. President Burns recommended the Board to review and approve it at the next meeting with any changes.
B. 2005 Election: President Burns submitted her resignation effective November 2004. Other Board members were asked to decide if they would serve in order to seek new candidates.
C. Sign: President Burns suggested and all agreed to replace the meeting sign with a style Ms Aro showed her for about $70 and give the current one to the ARB. Ms. Aro will order it.
D. Other: President Burns handed out an Accident Report form as a follow up to the injury of a resident some bolts left in the ground at a mailbox. Ms. Warren will put a cone over the area. Ms. Aro is contacting the post office to repair it and the first box at 172 Pinewood.

VIII. **NEXT MEETING: Annual Meeting: November 5, 2004 at 7:30pm, Location to be determined. Next Board Meeting: October 12th at 7:00pm.**

IX. **COMMENTS & DISCUSSION BY PARCEL OWNERS**
A. Discussed Deed Restriction enforcement.

X. **TOWING:** The Board was reviewing an attorney legal opinion, so the owners left the meeting. Mr. Thompson made a **MOTION** to remove the towing sign and Ms. Warren seconded and it carried unanimously.

X1. **MANAGEMENT CONTRACT:** Ms Aro was excused from the meeting so the Board could discuss the status of the management contract. The consensus was to empower the 2005 Board with the final decision on renewing the contract with Sentry Management.

XII. **ADJOURNMENT:** President Burns motioned to adjourn the meeting at 9:05pm.

Respectfully submitted,

Brenda Aro, CAM, Association Manager

Board Adopted:_____

PINEWOOD HOMEOWNERS' ASSOCIATION, INC.
Board of Directors Meeting Minutes
AUGUST 17, 2004

I. **CALL TO ORDER**
President Betsy Burns called the meeting to order at 7:05 p.m.

II. **PROOF OF NOTICE:**
An agenda was delivered to each board member and the notice posted 48 hours in advance.

III. **QUORUM:**
Ms. Burns, David Thompson, and Chris Warren were present for a full quorum. Brenda Aro represented Sentry Management.

IV. **MINUTES:**
Mr. Thompson read the July 20 minutes. Mr. Thompson made a **MOTION** to approve the minutes as corrected (Don't send ***to management company***; ***Hollamsby; Also waive interest for Accnt. # 030071.)*** President Burns seconded and it carried unanimously.

V. **COMMENTS & DISCUSSION BY PARCEL OWNERS**
A. Discussed Deed Restriction enforcement.

VI. **REPORTS:**
A. MANAGER'S REPORT given by Ms. Aro
B. FINANCIAL REPORT – Ms. Aro will investigate 6040.

VII. **UNFINISHED BUSINESS:**
A. GROUNDS
i. SIDEWALK CLEANING. G& G Maintenance to complete the week of August 16.

B. ARB PROCEDURES
i. ARB Guidelines Ms. Aro reviewed the ARC portion of the Handbook and questioned references on Pg. 6 regarding the ARB & BOD. There was confusion about the delegation of authority. Ms Aro referenced the Documents where the BOD may appoint an ARB and empower it. Ms. Warren made a **MOTION** to appoint Alex Chatfield and Joe Taylor to the ARB and Mr. Thompson seconded. It passed unanimously. Ken **Shadarick** will fill in if Mike Shuss declines to remain on the ARB.
ii. Ms. Aro indicated the Guidelines appeared very broad and should be reviewed by the ARB. The ARB will meet to appoint a Chair and review the Handbook.
iii. President Burns made a **MOTION** to empower the ARB to review Architectural Requests and enforce Architectural compliance as defined in Article V. Ms. Warren seconded and it passed unanimously.
iv. Ms. Aro will get the Third Violation Notice to the Board and see if the Second Violation Notice can be edited for Pinewood's needs.
v. The current ARB applications will be completed by the Board and all new ones given to the new ARB Chair.

C. COVENANT AND RESTRICTIONS ENFORCEMENT
i. Fining Process: Ms. Aro will confer with her manager re: the FL Statutes guidelines for Fining, as the Pinewood documents aren't adequate.
ii. Unresolved Non- compliance issues: Mr. Thompson made a **MOTION** to split the violations in two – Sentry can send out violations on garbage cans and others need Board approval. Chris Warren seconded and it carried unanimously.

D. GROUNDS
i. SOD REPLACEMENT: Mr Thompson made a **MOTION** for D & B Landscaping to the clean up from Hurricane Charley in the common areas. Get a quote for St. Augustine sod for fall installation. Need to inspect the sprinklers also. Middleton suggested for Spraying Contract.

VIII. **NEW BUSINESS**
A. PARKING ENFORCEMENT: It was agreed to check with legal counsel on Article 3. Sec. 9 for enforcement. Can Association tow and enter property to tow and repair?

IX. **NEXT MEETING: September 21st at 7:00pm.**

X. **ADJOURNMENT:** President Burns made a **MOTION** to adjourn the meeting ; Mr. Thompson seconded and it adjourned at 9:20pm.

Respectfully submitted,

Board Adopted: 9/21/04

Brenda Aro, CAM, Association Manager

PINEWOOD HOMEOWNERS' ASSOCIATION, INC.
Board of Directors Meeting Minutes

JULY 20, 2004

I. **CALL TO ORDER**
President Betsy Burns called the meeting to order at 7:05 p.m.

II. **PROOF OF NOTICE:**
An agenda was delivered to each board member and the notice posted 48 hours in advance.

III. **QUORUM:**
Ms. Burns, David Thompson, and Chris Warren were present for a full quorum. Brenda Aro represented Sentry Management

IV. **MINUTES:**
Ms. Warren made a **MOTION** to approve the June 21st minutes. Mr. Thompson seconded and it carried unanimously.

V. **COMMENTS & DISCUSSION BY PARCEL OWNERS**
A. Discussed violation procedures.

VI. **REPORTS:**
A. MANAGER'S REPORT given by Ms. Aro
B. FINANCIAL REPORT for June was given and reviewed.

VII. **UNFINISHED BUSINESS:**
A. INSURANCE
i. GENERAL LIABILITY INSURANCE. After review of 3 insurance options, Mr. Thompson made a **MOTION** to accept the Hillcrest Insurance quote; Ms. Warren seconded and it carried unanimously.
B. GROUNDS
i. SIDEWALK CLEANING. Three bids for sidewalk/fence pressure cleaning were reviewed; Ms. Warren made a **MOTION** to accept G & G Maintenance; Mr. Thompson seconded and it carried unanimously.
C. ARB PROCEDURES
i. PINEWOOD HANDBOOK. The Board agreed to pull out the ARC portion of the Handbook as a priority. Sentry Management will review the Handbook against the Documents, edit, and get it to the Board before the next meeting.
D. FINANCES
i. NEWSLETTE R ADVERTISING. The Board agreed to put in the Newsletter that an individual is needed to take on generating Newsletter Advertising.
E. COVENANT AND RESTRICTIONS ENFORCEMENT
i. DIRECTORS INSPECTION. The Board will email their list to Ms. Aro, so violations are on hold. If there is no power of attorney, don't send ***to management company.***
ii. FINING COMMITTEE. Per Articile V, the Board determines the Fining Schedule. The Committee is John Knight, Carol Hollsmby ***(Hollamsby)***, and Mike Shuss. Mr. Thompson made a **MOTION** to send 3 violations letters before sending the Notice of Hearing letter. Ms. Warren seconded and it passed unanimously. Ms. Aro will check with Sentry to determine enforcement per the Documents.

VIII. **NEW BUSINESS**
A. FINANCES
i. OVER DUE ASSESSMENTS. President Burns made a **MOTION** to deny waiving #1027 ITL and late fees and February/ March interest and waive April, May, and June interest. ***Also, waive late fees and interest for Accnt #030071.*** Mr. Thompson seconded and it carried unanimously.
B. OUTSTANDING ARBS – Reviewed those needing a letter to submit application.
C. GROUNDS
i. SOD REPLACEMENT is needed along Pinewood. Tabled.
ii. RETENTION POND: President Burns made a **MOTION** to get 3 bids for treatment of the pond; Ms. Warren seconded and it carried unanimously. Ms. Warren will provide recommended companies to Ms. Aro.

IX. **NEXT MEETING:**
The next meeting will be August 17th, 2004 per Board availability.

X. **ADJOURNMENT:**
Ms. Warren made a **MOTION;** Mr. Thompson seconded to adjourn the meeting at 9:15 p.m.

Respectfully submitted,

Board Adopted: 8/17/04 as corrected

Brenda Aro, CAM, Association Manager

PINEWOOD HOMEOWNERS' ASSOCIATION, INC.
Board of Directors Meeting Minutes

172 Pinewood Dr., Davenport, FL 33896
JUNE 21, 2004

I. **CALL TO ORDER**
President Betsy Burns called the meeting to order at 7:25 p.m.

II. **PROOF OF NOTICE:**
A copy of the agenda was delivered to each board member and the notice posted 48 hours in advance.

III. **QUORUM:**
Ms. Burns, David Thompson, and Chris Warren were present for a full quorum. Brenda Aro represented Sentry Management

IV. **MINUTES:**
Ms. Warren made a **MOTION** to approve the April 6 minutes as corrected (*see Grounds A.iii. taken care of by John Knight*). Mr. Thompson seconded and it carried unanimously.

V. **COMMENTS & DISCUSSION BY PARCEL OWNERS**

VI. **REPORTS:**
A. MANAGER'S REPORT given by Ms. Aro
   i. Ms. Aro will check w/ the former manager about Treasurer Report for each Board Member and if the total cost is $25 or for each report.
B. FINANCIAL REPORT for May was given and reviewed.

VII. **UNFINISHED BUSINESS:**
A. GROUNDS:
   i. Ms. Aro will find out if the pressure cleaning quotes include delivered water; will get one more bid; will call Polk County to see if they maintain the sidewalks.
B. ARB PROCEDURES
   i. After discussion, Ms. Aro recommended that her Director review the Handbook and determine its validity and if can be executed as is or needs an Attorney's opinion and advice.
   ii. Ms. Warren needs a set of Covenants; the Board will review the Docs.
   iii. Board reviewed ARB application procedure with Ms. Aro.
C. FINANCES
   i. Membership Fee discussed; looking to increase it to build reserve, especially if cannot get the Cap Fee approved by ownership.
   ii. Newsletter Advertising still being explored.
D. NEIGHBORHOOD COMMUNICATIONS
   i. WEBSITE - Tabled
E. COVENANT AND RESTRICTIONS ENFORCEMENT
   i. Complaint letters received by Sentry Management will be sent to the Board.
   ii. The most recent violation log was reviewed. Letters for garbage violations to owners of record do not need Board approval; garbage pick up is Monday & Thursday, so inspect on Tuesday or Friday. Discussed enforcement of commercial vehicle parking and dead grass on lots.

VIII. **NEW BUSINESS**
A. INSURANCE
   i. Ms. Aro reviewed the Board's options for securing General Liability coverage expiring 7/25/04. The concensus was not to renew with Scottsdale due to the tremendous increase. Ms. Burns will get an additional quote from Philadelphia and the vote can be obtained by email if necessary.

IX. **NEXT MEETING:**
No further business was discussed due to lack of time. Next meeting will be July 20, 2004.

X. **ADJOURNMENT:**
Ms. Burns made a **MOTION** and Mr. Thompson to adjourn the meeting at 9:30 p.m.

Respectfully submitted,

Brenda Aro, CAM
Association Manager

Board Adopted: 7/20/04

PINEWOOD HOMEOWNERS' ASSOCIATION, INC.
Board of Directors Meeting
MINUTES

172 Pinewood Dr., Davenport, FL 33896
April 6, 2004

I. **CALL TO ORDER**
Pres Betsy Burns called the meeting to order at 7:45 p.m.

II. **PROOF OF NOTICE:**
A copy of the agenda was delivered to each board member 48 hours in advance and the notice of the meeting posted at the entrance of the community and on the 1 mailbox 48 hours in advance by Sentry Management.

III. **QUORUM:**
Betsy Burns and David Thompson were present. Patrick Chasteen was absent. Todd Whitlock and Brenda Aro represented Sentry Management

IV. **MINUTES:**
President Burns made corrections to the March 2 minutes. David made a **MOTION** to approve them as corrected (see *VI. Owner Discussion A.i. and E. Neighborhood Affairs i.)* President Burns seconded; it carried.

V. **REPORTS:**
A. Manager's report given by Todd Whitlock/Sentry Management.
   i. Discussion began re: towing. David made a **MOTION** to sign a contract with Webb's Towing and President Burns seconded.
   ii. President Burns stopped the discussion to present Patrick Chasteen's resignation as Vice President. David made a **MOTION** to accept and B Burns seconded. Chris Warren accepted the appointment of the Board to the Vice President position.
   iii. Towing further discussed; Violation notices will be placed by the President, towing company will contact President Burns. Need 1 sign.
   iv. The Board meeting schedule was discussed and it was agreed that they would be held every other month on the 2nd Tuesday at 7:30pm. The next meeting will be held in conjunction with the Special Member's Meeting on June 29th.

B. Financial report for March was provided as it came just in time today and the first Treasurer's Report as agreed upon at the last meeting.

VI. **UNFINISHED BUSINESS:**
A. GROUNDS:
   i. David made a **MOTION** to accept Graves Tree Trimming & Removal bid and Betsy Burns seconded; it carried.
   ii. Management will get bids for sidewalk pressure cleaning from the retention pond down the backside of Pinewood Drive
   iii. Fire ant control will be taken care of by ~~the landscaper~~; the association will furnish the product. John Knight

B. ARB
   i. President Burns reviewed Handbook changes and gave David and Chris a copy to review. A copy will be sent to Sentry to review against the Documents.
   ii. President Burns presented 3 applications – 1 for a fence that is already completed, but was never approved. Send R & R with approval.

C. FINANCES
   i. Cap Fee on hold until after rescheduled
   ii. Newsletter Advertising still being explored.
   iii. The 2003 Audit & Tax Return is forthcoming from the CPA.

D. NEIGHBORHOOD COMMUNICATIONS
   i. WEBSITE - Tabled
E. COVENANT AND RESTRICTIONS ENFORCEMENT
   i. Directors would do a walk through of the property and compare against violation log submitted by Sentry.
   ii. The Sentry violation log was furnished to the Board. No current action taken on submitted violations.
   iii. John Knight will replace Chris Warren on the Fining Committee. Todd Whitlock reviewed Fining Procedures as in the FL Statutues. It will be in the next newsletter.

VII. NEW BUSINESS

A. Sentry Management
   i. Brenda Aro was introduced as the new Sentry manager.
B. FINANCE
   i. D & O insurance renewed.
   ii. Waiver requests were reviewed.
B. COVENANT & RESTRICTIONS ENFORCEMENT
   i. Already covered
C. VICE PRESIDENT RESIGNATION
   i. Already covered.

VIII. NEXT MEETING:

The next meeting will be June 29, 2004 at 7:30pm following the Special Members Meeting at President Burn's house located at 172 Pinewood Drive, Davenport, FL 33896.

ADJOURNMENT:

David Thompson made a **MOTION** to adjourn. President Burns seconded and the meeting adjourned at 8:50 p.m.

Respectfully submitted,

Brenda Aro, CAM
Association Manager

Board Adopted: 6/21/04

Pinewood Homeowners Assn., Inc.
Special Members Meeting
MINUTES

SPECIAL MEMBERS MEETING
At: 172 Pinewood Drive, Davenport, FL
April 6, 2004

I. **CALL TO ORDER**
Betsy Burns, President , called the meeting to order at 7:20p.m.

II. **PROOF OF NOTICE:**
Mr. Whitlock read the Proof of Notice affidavit to the membership.

III. **QUORUM:**
Mr. Whitlock reported that 17 members were present in person or proxy. Those present, constituted a quorum for a meeting, but did not meet the quorum requirement to vote on the amendment.

IV. **MINUTES:**
David Thompson, Secretary read the November 7, 2003 Annual Meeting Minutes. John Knight made a **MOTION** to accept the minutes and David Thompson seconded and were approved unanimously.

V. **DISCUSSION OF PURPOSE FOR THE AMENDMENT**
A. President Betsy Burns outlined the reasons for the Board's request of the amendment: to charge a Membership Fee from all new owners in order to build the Association's operating capital. Discussion followed.

VI. NO VOTE

VII. **ADJOURNMENT**
Betsy Burns made a **MOTION** to suspend the meeting and reschedule it for June 29. David seconded and it passed unanimously. The rescheduled meeting is within 90days of the date of this meeting, so the proxies received will be valid. The meeting adjourned at 7:40PM.

Respectfully submitted,
Brenda Aro, LCAM
Association Manager

Adopted: 6/26/04

**Please note these minutes are unapproved.*

PINEWOOD HOMEOWNERS' ASSOCIATION, INC.
Board of Directors Meeting
MINUTES

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172 Pinewood Dr., Davenport, FL 33896
April 6, 2004

I. **CALL TO ORDER**
Pres Betsy Burns called the meeting to order at 7:45 p.m.

II. **PROOF OF NOTICE:**
A copy of the agenda was delivered to each board member 48 hours in advance and the notice of the meeting posted at the entrance of the community and on the 1 mailbox 48 hours in advance by Sentry Management.

III. **QUORUM:**
Betsy Burns and David Thompson were present. Patrick Chasteen was absent. Todd Whitlock and Brenda Aro represented Sentry Management

IV. **MINUTES:**
President Burns made corrections to the March 2 minutes. David made a **MOTION** to approve them as corrected; President Burns seconded; it carried.

V. **REPORTS:**
A. Manager's report given by Todd Whitlock/Sentry Management.
   i. Discussion began re: towing. David made a **MOTION** to sign a contract with Webb's Towing and President Burns seconded.
   ii. President Burns stopped the discussion to present Patrick Chasteen's resignation letter. David made a **MOTION** to accept and B Burns seconded. Chris Warren accepted the appointment of the Board to the position.
   iii. Towing further discussed; Violation notices will be placed by the President, towing company will contact President Burns. Need 1 sign.
   iv. The Board meeting schedule was discussed and it was agreed that they would be held every other month on the 2nd Tuesday at 7:30pm. The next meeting will be held in conjunction with the Special Member's Meeting on June 29th.

B. Financial report for March was provided as it came just in time today and the first Treasurer's Report as agreed upon at the last meeting.

VI. **UNFINISHED BUSINESS:**
A. GROUNDS:
   i. David made a **MOTION** to accept Graves Tree Trimming & Removal bid and Betsy Burns seconded; it carried.
   ii. Management will get bids for sidewalk pressure cleaning from the retention pond down the backside of Pinewood Drive
   iii. Fire ant control will be taken care of by the landscaper; the association will furnish the product.

B. ARB
   i. President Burns reviewed Handbook changes and gave David and Chris a copy to review. A copy will be sent to Sentry to review against the Documents.
   ii. President Burns presented 3 applications – 1 for a fence that is already completed, but was never approved. Send R & R with approval.

C. FINANCES
   i. Cap Fee on hold until after rescheduled
   ii. Newsletter Advertising still being explored.
   iii. The 2003 Audit & Tax Return is forthcoming from the CPA.

D. NEIGHBORHOOD COMMUNICATIONS
   i. WEBSITE - Tabled

E. COVENANT AND RESTRICTIONS ENFORCEMENT
   i. Directors would do a walk through of the property and compare against violation log submitted by Sentry.
   ii. The Sentry violation log was furnished to the Board. No current action taken on submitted violations.
   iii. John Knight will replace Chris Warren on the Fining Committee. Todd Whitlock reviewed Fining Procedures as in the FL Statutues. It will be in the next newsletter.

VII. NEW BUSINESS

A. Sentry Management
   i. Brenda Aro was introduced as the new Sentry manager.

B. FINANCE
   i. D & O insurance renewed.
   ii. Waiver requests were reviewed.

B. COVENANT & RESTRICTIONS ENFORCEMENT
   i. Already covered

C. VICE PRESIDENT RESIGNATION
   i. Already covered.

VIII. **NEXT MEETING:**

The next meeting will be June 29, 2004 at 7:30pm following the Special Members Meeting at President Burn's house located at 172 Pinewood Drive, Davenport, FL 33896.

ADJOURNMENT:

David Thompson made a **MOTION** to adjourn. President Burns seconded and the meeting adjourned at 8:50 p.m.

Respectfully submitted,

Brenda Aro, CAM
Association Manager

Board Adopted: unapproved

PINEWOOD HOMEOWNERS' ASSOCIATION, INC.
Board of Directors Meeting
MINUTES

BOARD OF DIRECTORS MEETING
At: 172 Pinewood Dr., Davenport, FL 33896
March 2, 2004

I. **CALL TO ORDER**
Betsy Burns called the meeting to order at 7:00 p.m.

II. **PROOF OF NOTICE:**
A copy of the agenda was delivered to each board member forty-eight hours in advance. Mr. Whitlock posted the notice of the meeting at the entrance of the community 48 hours before the meeting.

III. **QUORUM:**
Those present were Elizabeth Burns and David Thompson. Patrick Chasteen was absent. Also attending was Todd Whitlock, with Sentry Management as well as homeowners Rose Little and Diane Berthiume.

IV. **MINUTES:**
David Thompson made a **MOTION** to approve the minutes of January 6, 2004 as corrected and February 16, 2004. Betsy Burns seconded the motion and the vote was unanimous to approve the minutes.

V. **REPORTS:**
A. Manager's report given by Mr. Whitlock.
B. Financial report not available due to it still being so early in the month.
   i. David Thompson made a **MOTION** to start getting a Treasurers Report. Betsy Burns seconded and the motion was approved unanimously.
   ii. Betsy Burns made a **MOTION** to waive the late fees and interest on Mr. Chatfield's properties. David Thompson seconded the motion and it passed unanimously.
   iii. Betsy Burns made a MOTION to change the Intent to Lien fee from 30 days to 45 days. David Thompson seconded and the vote was unanimous to approve.

VI. **OWNER DISCUSSION**:
A. Diane Berthiume brought up topics of a trailer being parked on the street and noise from motorcycles being gunned in the neighborhood
   i. The Board directed Management to get parking violation stickers to place on vehicles. ***{Pres Burns advised homeowners to report noise violations to the Sheriff.}***
B. Rose Little brought up for discussion, cats doing their business in flowerbeds and digging up the flowerbeds.

VII. **OLD BUSINESS:**
A. CAPITAL CONTRIBUTION FEE:
   i. Betsy Burns made a **MOTION** to have Larsen and Associates draw up the limited proxy to add the ability to charge an initiation fee to the Declaration and to set a special meeting to vote on the amendment for April 6, 2004. David seconded the motion and it passed by unanimous vote.

B. GROUNDS:

i. Management was directed to get bids for pruning the trees along the backside of Pinewood Drive.

ii. Management was directed to get two bids for the removal of the two trees designated by the board.

iii. Management was directed to get 3 bids for the pressure cleaning of the sidewalk from the retention pond down the backside of Pinewood Drive

iv. Management was directed to get 3 bids for the cleaning of the front fence.

C. HANDBOOK:

i. Tabled until the April meeting

D. ADVERTISING:

i. Tabled until the April meeting

E. NEIGHBORHOOD AFFAIRS:

i. The board decided to pursue looking into ***{agreed to pursue}*** a block party over Memorial Day Weekend. Rose Little volunteered to help with sending out notices and any advance work that may need to be done.

F. WEBSITE:

i. Tabled until the April meeting.

VIII. NEW BUSINESS:

A. COVENANT AND RESTRICTIONS ENFORCEMENT:

i. Betsy Burns said she would contact Patrick Chasteen to see if he can get a deal on a sign for the Fining Committee

ii. Director's inspections have been tabled until the April Meeting.

IX. NEXT MEETING:

The next meeting will be April 6, 2004 following the special members meeting at Ms. Burn's house located at 172 Pinewood Drive, Davenport, FL 33896. The Board requested that the meeting notice also be posted on the side of the mailboxes in a clear sleeve.

X. ADJOURNMENT:

Betsy Burns made a **MOTION** to adjourn. David Thompson seconded and the meeting adjourned at 8:20 p.m.

Respectfully submitted,

Todd D Whitlock, LCAM
Association Manager

Board Adopted: 4/6/04
w/ changes

PINEWOOD HOMEOWNERS' ASSOCIATION, INC.
Board of Directors Meeting
MINUTES

BOARD OF DIRECTORS MEETING
At: 172 Pinewood Drive, Davenport, FL 33896
February 16, 2004

I. **CALL TO ORDER**:
Besty Burns called the meeting to order at 7:12 PM.

II. **PROOF OF NOTICE**:
A copy of the agenda was delivered to each board member forty-eight hours in advance. Mr. Whitlock posted the notice of the meeting at the entrance of the community 48 hours before the meeting.

III. **QUORUM**:
Those present were Elizabeth Burns, Patrick Chasteen, and David Thompson. Also attending were homeowners John Knights and Michael.

IV. **MINUTES**:
David Thompson made a MOTION to skip the reading of the minutes from January 6, 2003. Patrick Chasteen seconded the motion and the vote was unanimous. The minutes were not approved. Board members made amendments to the minutes.

V. **COMMENT AND DISCUSSION BY PARCEL OWNERS**:
Homeowners had questions regarding Fining procedures, especially with regard to trash cans. Homeowners also made complaints regarding trash in yards. Questions were also made regarding deed restrictions on property management companies.

VI. **REPORTS**:
The manager's report submitted by Mr. Whitlock was discussed by the Board.

VII. **OLD BUSINESS**:

A. CHILDREN PLAYING SIGNS:
Besty Burns will contact a third party to investigate alternative contacts within Polk County government in order to pursue obtaining an official state sign to indicate playing children.

B. SPEED LIMIT VIOLATIONS:
Betsy Burns will contact the Sheriff as a homeowner (rather than as a Board Member) to request speed checks.

C. MEETING FOR CAPITAL CONTRIBUTION FEE:
Patrick Chasteen made a MOTION to direct a lawyer to draft an Amendment to the Association documents to allow a Capital Contribution Fee. As this requires written direction from the Board, Betsy Burns will prepare a

written directive so that the Board can approve this motion in writing.

D. FIRE ANT CONTROL:
Resident John Knights volunteered to spread fire ant control chemicals on the common grounds. David Thompson will purchase the chemicals with petty cash.

E. PEST CONTROL:
The Board directs Todd Whitlock to follow up with D&B Landscaping regarding the new name and new contract.

F. GROUNDS:

i. Patrick Chasteen made a MOTION to regrade the slope of the common area at a cost of $150 to prevent erosion of the ground. David Thompson seconded and the motion passed unanimously.

ii. David Thompson made a MOTION to relocate four sprinkler heads that are in weeds around the retention pond, at a cost of $50. Patrick Chasteen seconded and the motion passed unanimously.

iii. David Thompson made a MOTION to bush-hog dead brush around the retention pond at a cost of $150. Patrick Chasteen seconded and the motion passed unanimously.

iv. Betsy Burns made a MOTION to replace cheap sprinkler heads at the front entrance at a cost of $90. Patrick Chasteen seconded and the motion passed unanimously.

v. Betsy Burns made a MOTION to add a rain gauge to the sprinkler system at the rear of the development at a cost of $50. David Thompson seconded the motion. Patrick Chasteen voted Nay, but the motion passed.

vi. The Board discussed options for replacement of dead turf. Betsy Burns proposed bringing the idea of xeriscape to the community at the April 6 special meeting.

VIII. **NEW BUSINESS:**

A. INTENT TO LIEN LETTERS:
The Board discussed whether or not the Board can specify when the Intent to Lien letters are sent, or whether it must be done on a pre-determined date. David Thompson moved to table further discussion until Todd Whitlock was present to discuss this issue.

B. NEW VIOLATION LETTERS:
David Thompson made a MOTION to re-direct Sentry Management not to send any violation letters, with the exception of Trash Can violations, without first gaining the approval of the Board of Directors. Betsy Burns seconded and the motion passed unanimously.

IX. **NEXT MEETING:**
The next meeting will be March 2, 2004 at 7:00 PM at Ms. Burns' house located at 172 Pinewood Drive, Davenport, FL 33896.

X. **ADJOURNMENT**:
Betsy Burns made a MOTION to adjourn. The meeting adjourned at 9:40 PM.

David Thompson
Secretary/Treasurer

Board Adopted: 3/2/01

PINEWOOD HOMEOWNERS' ASSOCIATION, INC.
Board of Directors Meeting
MINUTES

BOARD OF DIRECTORS MEETING
At: 172 Pinewood Dr., Davenport, FL 33896
January 6, 2004

I. **CALL TO ORDER**
Betsy Burns called the meeting to order at 7:10 p.m.

II. **PROOF OF NOTICE:**
A copy of the agenda was delivered to each board member forty-eight hours in advance. Mr. Whitlock posted the notice of the meeting at the entrance of the community 48 hours before the meeting.

III. **QUORUM:**
Those present were Elizabeth Burns, David Thompson and Patrick Chasteen. Also attending was Todd Whitlock, with Sentry Management.

IV. **MINUTES:**
David Thompson made a **MOTION** to approve the minutes of December 9, 2003. Betsy Burns seconded the motion and the vote was unanimous to approve the minutes.

V. **REPORTS:**
A. Manager's report given by Mr. Whitlock.

VI. **OLD BUSINESS:**
A. CAPITAL CONTRIBUTION FEE:
   i. Betsy Burns made a **MOTION** to have Larsen and Associates review the documents to see if they allow a Capital Contribution fee to be charged. David Thompson seconded and the vote was unanimous to approve.

B. LANDSCAPE:
   i. Betsy Burns asked management to contact D&B Landscaping and have them contact her to set up a meeting for the purpose of discussing some different landscape options.
   ii. The board directed management to contact Trugreen again to ensure that they are treating the backside of Pinewood.

VII. NEW BUSINESS:
A. VIOLATIONS:
   i. Betsy Burns made a **MOTION** to hold off on grass and yard violations for another month. David Thompson seconded and the vote was unanimous to approve.
   ii. Betsy Burns made a **MOTION** to send third notice letters for moldy roofs and houses needing to be pressure washed. David Thompson seconded and the vote was unanimous to approve.

iii. Betsy Burns made a **MOTION** to send letters for the trailer parked in the driveway. Patrick Chasteen seconded. It was approved by unanimous vote.

B. COMPLAINTS:

i. Betsy Burns notified the board of three complaints she has received. One is about pets doing their business and not being cleaned up after. The second was a complaint of a cat climbing up the pool screen enclosure and the third was speeding through the neighborhood. The board agreed to address all these complaints in the HOA newsletter.

ii. The board directed management to contact Polk County about getting a "Children Playing" sign posted in the community.

C. NEXT MEETING AGENDA ITEMS:

i. Betsy Burns asked the other Board members to think about if they want to have any type of social function celebrating the association's 10-year anniversary and that it would be discussed at the next meeting.

ii. Betsy Burns asked the other Board members to review information given out at the last meeting concerning advertising on the proposed web site and newsletter.

VIII. **NEXT MEETING:**

The next meeting will be February 3, 2004 at 7:00 pm at Ms. Burn's house located at 172 Pinewood Drive, Davenport, FL 33896.

IX. **ADJOURNMENT:**

David Thompson made a MOTION to adjourn. Betsy Burns seconded and the meeting adjourned at 8:15 p.m.

Respectfully submitted,

Todd D Whitlock, LCAM
Association Manager

Board Adopted: 2/16/04

PINEWOOD HOMEOWNERS' ASSOCIATION, INC.
Board of Directors Meeting
MINUTES

BOARD OF DIRECTORS MEETING
At: 172 Pinewood Dr., Davenport, FL 33896
December 9, 2003

I. **CALL TO ORDER**
Betsy Burns called the meeting to order at 7:05 p.m.

II. **PROOF OF NOTICE:**
A copy of the agenda was delivered to each board member forty-eight hours in advance. Mr. Whitlock posted the notice of the meeting at the entrance of the community 48 hours before the meeting.

III. **QUORUM:**
Those present were Elizabeth Burns, David Thompson and Patrick Chasteen. Also attending was Todd Whitlock, with Sentry Management.

IV. **MINUTES:**
Patrick Chasteen made a **MOTION** to approve the minutes of November 7, 2003. David Thompson seconded the motion and the vote was unanimous to approve the minutes.

V. **REPORTS:**
A. Manager's report given by Mr. Whitlock.

VI. **OLD BUSINESS:**
A. NONE:

VII. NEW BUSINESS:
A. LANDSCAPE MULCH:
   i. Betsy Burns made a **MOTION** to mulch, with pine bark mulch, the 2 large oak groves along the western stretch of Pinewood Drive and the saplings around the retention pond in early 2004. Patrick Chasteen seconded and the motion was approved by unanimous vote.
   ii. Management was directed to contact D&B Landscaping to arrange the above work to be done.

B. LANDSCAPING CONTRACT:
   i. David Thompson made a **MOTION** to continue with D&B Landscaping for another year. Betsy Burns seconded and the motion passed unanimously.
   ii. The board directed management to contact D&B landscaping to discuss the quality of the flowers and see what other alternatives there may be.

C. CAPITAL CONTRIBUTION FEE:
   i. Betsy Burns made a **MOTION** to charge a Capital Contribution Fee of $225.00 on all resales effective January 15, 2004. Patrick

Chasteen seconded and the motion was approve by unanimous vote.

D. ARC APPLICATION:

i. David Thompson made a **MOTION** to use the new ARC Application form presented by Betsy Burns. Patrick Chasteen seconded and the vote was unanimous to approve.

ii. Betsy Burns made a **MOTION** to submit ARC applications to Patrick Chasteen as they come in. David Thompson seconded and the motion passed unanimously.

E. DIRECTORY REGISTRATION FORM:

i. Patrick Chasteen made a **MOTION** to use the Resident Directory Registration form presented by Betsy Burns and to mail the form out with Sentry Managements Welcome Packet to new owners. David Thompson seconded the motion and the motion passed by unanimous vote.

VIII. **NEXT MEETING:**

The next meeting will be January 6, 2004 at Ms. Burn's house located at 172 Pinewood Drive, Davenport, FL 33896.

IX. **ADJOURNMENT:**

Patrick Chasteen made a MOTION to adjourn. David Thompson seconded and the meeting adjourned at 9:20 p.m.

Respectfully submitted,

Todd D Whitlock, LCAM
Association Manager

Board Adopted: 1/6/04

Pinewood Homeowners Assn., Inc.
Annual Members Meeting
MINUTES

ANNUAL MEMBERS MEETING
At: 172 Pinewood Drive
Davenport, FL
November 7, 2003

I. **CALL TO ORDER**
Todd Whitlock of Sentry Management, called the meeting to order at 7:40p.m.

II. **PROOF OF NOTICE:**
Mr. Whitlock read proof of notice affidavit to membership.

III. **QUORUM:**
Mr. Whitlock reported that 21 members were present in person or proxy. Those present, constituted a quorum.

IV. **MINUTES:**
There were no minutes available from the previous annual meeting

V. **REPORTS:**

A. Betsy Burns – President
   i. Several items have been brought into compliance with the documents such as the date of the annual meeting and election procedures with the help of Sentry Management.
   ii. The sidewalk and pot holes have been fixed
   iii. The board has been able to hold and even decrease some expenses.
   iv. Betsy gave an updated of information she received from Polk County Planning for the immediate area.
   v. The board is refreshing the documents and is looking for volunteers to sit on the ARC and Fining Committees.

B. Luis Alvelo – Secretary / Treasurer
   i. Asked Todd Whitlock to give financial update and budget update to membership.
   ii. Tendered his resignation.

C. Patrick Chasteen – Vice President
   i. Presented ARC member Chris Warren with a gift basket and informed membership that there was one for ARC Chairman Mike Shuss as well

VI. **NOMINATIONS:**

A. Jan Jeffery and David Thompson were nominated for the one vacancy.
   i. Betsy Burns read a letter from Jan Jeffery giving a biography
   ii. David Thompson made a few remarks.

B. Election Inspectors were Chris Warren and Tim Hollamby

C. David Thompson was voted in as the new director

VII. **MEMBER DISCUSSION**:

A. Mr. Michael Eckersley of Sunsplash Vacation Homes requested that correspondence for the homes he managed to be mailed to Sunsplash.

B. Members inquired about why the newsletter stopped. Betsy Burns said that they would resume again this quarter.

C. Members were notified about the problem of trashcans being left out in view and the board's decision to start fining for continual violations.

VIII. **ADJOURNMENT:**

Betsy Burns made a **MOTION** to adjourn and Michael Eckersley seconded. The vote was unanimous and the meeting adjourned at 8:50PM.

Respectfully submitted,
Todd D Whitlock, LCAM
Association Manager

Adopted:_____

PINEWOOD HOMEOWNERS' ASSOCIATION, INC.
Board of Directors Meeting
MINUTES

BOARD OF DIRECTORS MEETING
At: 172 Pinewood Dr., Davenport, FL 33896
November 7, 2003

I. **CALL TO ORDER**
Todd Whitlock of Sentry Management called the meeting to order at 9:00 p.m.

II. **PROOF OF NOTICE:**
A copy of the agenda was delivered to each board member forty-eight hours in advance. Mr. Whitlock posted the notice of the meeting at the entrance of the community 48 hours before the meeting.

III. **QUORUM:**
Those present were Elizabeth Burns, David Thompson and Patrick Chasteen. Also attending was Todd Whitlock, with Sentry Management.

IV. **ELECTION OF OFFICERS:**
A. Betsy Burns nominated herself as President. Patrick Chasteen seconded. The vote was unanimous to approve
B. Patrick Chasteen nominated himself as Vice President. Betsy Burns seconded. The vote was unanimous to approve.
C. David Thompson was voted Secretary/Treasurer by acclamation.

V. **COMMITTEES:**
A. ARC:
   i. Mike Shuss was appointed Chairman of ARC
   ii. Chris Warren was appointed as a member.
B. FINING COMMITTEE:
   i. Mike Shuss was appointed Chairman.
   ii. Chris Warren and Carol Hollamby were appointed members.

VI. **MINUTES:**
Patrick Chasteen made a **MOTION** to approve the minutes of October 7, 2003 with item VII B amended to read, "Management requested further direction pertaining to violations. There was a page and a half of violations on the violation log and only trashcan violations had been approved to write letters to during the drive through. Board President Betsy Burns had said that all other violations would be discussed at the Board meeting. The board gave permission to notice the remainder of the violations on the list." Betsy Burns seconded the motion and the vote was unanimous to approve the minutes as amended.

VII. **REPORTS:**
A. Manager's report given by Mr. Whitlock.

VIII. **OLD BUSINESS:**

A. VIOLATIONS:

i. Management was directed to send second notices out 30 days after first notice.

IX. **NEW BUSINESS:**

A. DELINQUENCIES:

i. Management notified board of only one delinquent account that had been turned over to the attorney.

B. ARC APPLICATIONS:

i. Patrick Chasteen made a **MOTION** to deny the application from 111 Pinewood Dr and request separate applications for the pool and screen and the fence. David seconded and the motion passed unanimously.

ii. The board directed management to request separate applications for each item with more detail on fence.

C. NO SWIMMING SIGN:

i. The sign has been installed to insurance writers specifications.

D. PROPERTY INSURANCE:

i. Management presented bid for property insurance. After some discussion Betsy Burns made a **MOTION** not to accept the bid and sign the waiver. Patrick seconded. The motion passed unanimously.

E. PETTY CASH:

i. Luis Alvelo presented receipts and a check totaling $100.00 to close out the petty cash account in his name. Betsy Burns signed off on the account.

ii. David Thompson filled out the paperwork to open a new petty cash account for $100.00 and Betsy Burns, association president, signed off on the account.

F. LATE FEES:

i. Betsy Burns made a **MOTION** to adjust the late fees down to $25.00. David Thompson seconded and the motion passed unanimously.

G. SENTRY MANAGEMENT CONTRACT:

i. Betsy Burns informed the other members that the 60-day deadline for Sentry Management was approaching and the Board needed to act if they wanted to terminate the contract. The board asked Todd Whitlock to excuse himself, so that the board could talk freely, and that they would notify him of time of adjournment and their decision.

ii. Betsy Burns notified management that Patrick Chasteen made a MOTION to renew Sentry Managements contract for another year. David Thompson seconded and the vote was unanimous to approve.

X. **NEXT MEETING:**

The next meeting to December 9, 2003 at Ms. Burn's house located at 172 Pinewood Drive, Davenport, FL 33896.

XI. **ADJOURNMENT:**

Betsy Burns notified management that the meeting adjourned at 10:30 p.m.

Respectfully submitted,

Todd D Whitlock, LCAM
Association Manager

Board Adopted: 12/8/03

PINEWOOD HOMEOWNERS' ASSOCIATION, INC.
Board of Directors Meeting
MINUTES

BOARD OF DIRECTORS MEETING
At: 172 Pinewood Dr., Davenport, FL 33896
October 7, 2003

I. **CALL TO ORDER**
Betsy Burns, Association President, called the meeting to order at 7:00 p.m.

II. **PROOF OF NOTICE:**
A copy of the agenda was delivered to each board member forty-eight hours in advance. Mr. Whitlock posted the notice of the meeting at the entrance of the community 48 hours before the meeting.

III. **QUORUM:**
Those present were Elizabeth Burns and Luis Alvelo were present Patrick Chasteen arrived late. Also attending was Todd Whitlock, with Sentry Management and 4 homeowners.

IV. **MINUTES:**
Ms. Burns made a **MOTION** to approve the minutes. Mr. Alvelo seconded the motion and the vote was unanimous to approve the minutes.

V. **REPORTS:**
A. Manager's report given by Mr. Whitlock.
   i. Luis Alvelo made a **MOTION** to approve the manager's report. Betsy Burns seconded and the vote was unanimous to approve.
B. Financial Report given by Mr. Whitlock.
   i. Betsy Burns made a **MOTION** to approve the financial report. Luis Alvelo seconded and the vote was unanimous to approve.

VI. **OLD BUSINESS:**
A. ANNUAL MEETING:
   i. The meeting will be held at Betsy's home located at 172 Pinewood Drive Davenport, FL 33896
   ii. Luis Alvelo opposed the September Board vote to hold the annual meeting on a Saturday without Sentry Management's attendance. After a lively discussion the date and time of the annual meeting was changed to Friday November 7, 2003 at 7:30 PM
   iii. The Board directed management to write a letter to all homeowners, letting them know that the documents will be followed more strictly and requesting updated information on property management companies.
B. VIOLATIONS:
   i. Management requested further direction pertaining to violations. There was a page and a half of violations on the violation log and only trashcan violation had been approved to write letters to during

the drive through. Board President Betsy Burns had said that all other violations would be discussed at the Board meeting. The board gave permission to notice the remainder of the violations on the list.

VII. NEW BUSINESS:

A. DELINQUENCIES:

i. The Board directed management to keep on course with follow-ups.

B. ARC APPLICATIONS:

i. The Board reviewed and approved 4 applications.

C. NO SWIMMING SIGN:

i. The Board directed management to have the no swimming sign required by the insurance company to be posted by the park bench at a height of 3.5 feet

D. PROPERTY INSURANCE:

i. Management discussed the association not having any property insurance and asked that a waiver be signed. The board asked that management get bids for property insurance, before they consider signing waiver.

E. PETTY CASH:

i. Luis has some petty cash receipts that he would like to submit before he leaves the board next month. Management said that they would get him a petty cash reimbursement form.

F. OPEN DISCUSSION OF MEMBERS:

i. Members requested letters of encouragement and acknowledgement of work performed in yards instead of always getting violation notices. The board discussed looking at some type of programs, i.e. Yard of the month, to recognize homeowners' hard work.

VIII. **NEXT MEETING:**

The next meeting will be the annual meeting to be held at 7:30 p.m. on Friday November 7, 2003 at Ms. Burn's house located at 172 Pinewood Drive, Davenport, FL 33896.

IX. **ADJOURNMENT:**

Betsy Burns made a **MOTION** to adjourn. Luis Alvelo seconded the motion passed unanimously and the meeting adjourned at 9:30 p.m.

Respectfully submitted,

Todd D Whitlock, LCAM
Association Manager

Board Adopted: 11/7/03

PINEWOOD HOMEOWNERS' ASSOCIATION, INC.
Board of Directors Meeting
MINUTES

BOARD OF DIRECTORS MEETING
At: 132 Pinewood Dr., Davenport, FL 33896
September 2, 2003

I. **CALL TO ORDER**
Betsy Burns, Association President, called the meeting to order at 7:25 p.m.

II. **PROOF OF NOTICE:**
A copy of the agenda was delivered to each board member forty-eight hours in advance. Mr. Whitlock posted the notice of the meeting at the entrance of the community 48 hours before the meeting.

III. **QUORUM:**
Those present were Elizabeth Burns and Patrick Chasteen. Luis Alvelo was absent. Also attending was Todd Whitlock, with Sentry Management.

IV. **MINUTES:**
Ms. Burns made a **MOTION** to approve the minutes. Mr. Chasteen seconded the motion and the vote was unanimous to approve the minutes.

V. **REPORTS:**
A. Manager's report given by Mr. Whitlock.
   i. Betsy Burns made a **MOTION** to approve the manager's report. Patrick Chasteen seconded and the vote was unanimous to approve.
B. Financial Report given by Mr. Whitlock.
   i. Betsy Burns made a **MOTION** to approve the financial report. Patrick Chasteen seconded and the vote was unanimous to approve.

VI. **OLD BUSINESS:**
A. LEVYING FINES:
   i. A fining committee was appointed consisting of Mike, Schuss, Carol Hollamby and Chris Warren.
   ii. The Board directed management to write a letter to all homeowners, letting them know that the documents will be followed more strictly and that fines will be considered for violations of trash left out, parking violations and starting work before ACC application approval.

B. ANNUAL MEETING PREPARATION:

i. Patrick Chasteen will have a place confirmed for the next annual meeting by the next BOD meeting October 7, 2003.

ii. The board decided to hold the 2003 annual meeting on November 8' 2003 at 11:00 AM. The board was advised that a Sentry Management representative would not be able to make a weekend meeting. Betsy advised Mr. Whitlock that it was in the Associations' best interest to hold the meeting on a day that would allow the most number of homeowners to be present and not when Sentry Management could be present. She felt that a weekend meeting would be better for the homeowners.

iii. Betsy Burns made a **MOTION** to change the annual meeting date in the Bylaws to November from now on. Patrick Chasteen seconded the motion and it was approved unanimously.

C. PROPOSED 2004 BUDGET:

i. After some discussion Betsy Burns made a **MOTION** to approve the 2004 budget with a yearly assessment of $415.00. Patrick Chasteen seconded and the motion was approved unanimously.

VII. NEW BUSINESS:

A. VIOLATION LETTERS:

i. The board reviewed the violation log and directed management as to which violations to write letters to.

B. YEAR END CPA SERVICES:

i. The board decided to have a year-end audit performed and chose Arrington & CO. P.A. to perform these services. Betsy Burns signed the letter of engagement.

VIII. **NEXT MEETING:**

The next meeting will be held at 7:00 p.m. on Tuesday October 7, 2003 at Ms. Burn's house located at 172 Pinewood Drive, Davenport, FL 33896.

IX. **ADJOURNMENT:**

The meeting adjourned at 9:15 p.m.

Respectfully submitted,
Todd D Whitlock, LCAM
Association Manager

Board Adopted: 10/7/03

PINEWOOD HOMEOWNERS' ASSOCIATION, INC.
Board of Directors Meeting
MINUTES

BOARD OF DIRECTORS MEETING
At: 172 Pinewood Dr., Davenport, FL 33896
August 5, 2003

I. **CALL TO ORDER**
Betsy Burns, Association President, called the meeting to order at 7:15 p.m..

II. **PROOF OF NOTICE:**
A copy of the agenda was delivered to each board member forty-eight hours in advance. Mr. Whitlock posted the notice of the meeting at the entrance of the community 48 hours before the meeting.

III. **QUORUM:**
Those present were Elizabeth Burns, Patrick Chasteen and Luis Alvelo. Also attending was Gordon Jackson and Todd Whitlock, with Sentry Management.

IV. **MINUTES:**
B. Ms. Burns made a **MOTION** to approve the minutes with one correction, that the spelling of Mr. Chasteen's name be corrected where necessary. Mr. Chasteen seconded the motion and the vote was unanimous to approve the minutes as corrected.

V. **REPORTS:**
A. Manager's report given by Mr. Jackson.

B. Financial Report given by Mr. Jackson.
   i. The board directed management to research difference in Landscape charges from contracted rate.

VI. **OLD BUSINESS:**
A. LAWN PEST CONTROL AND FERTILIZATION:
   i. Management presented a bid from TruGreen ChemLawn for pest control services. The bid was $918.00 a year for lawn service and $180.00 a year for tree and shrub service. After some discussion about other previous bids submitted Mr. Chasteen made a **MOTION** to go with the TruGreen ChemLawn bid for lawn service only. Mr. Alvelo seconded the motion and the vote was unanimous to approve.

ii. The Board directed management to check to see if a sensor can be placed on the irrigation system to conserve water usage in wet times.
iii. The Board directed management to get a quote on mulching around pine trees in front of development around sign area.
iv. The board requested from management the irrigation water charges for the year and the current rate being charged.

B. LEVYING FINES:
i. The Board directed management to research their fining capabilities under Florida Statutes and the composition of a fining committee. Appointing a fining committee was tabled until the next meeting pending the above information.
ii. The board requested management clarify its position on charging interest and late fees. Management explained that it's abilities to charge interest and late fees were part of the associations' documents and interest is capped at 18% by Florida Statute. The prior Board had established interest and late fees.

C. ANNUAL MEETING PREPARATION:
i. The Board requested management research the documents and report back when the annual meeting should be held.
ii. The Board requested management to research the documents and report back the term limits for each Officer.
iii. The Board directed management to make three copies of the Associations documents and send them to each of the Board members.
iv. The Board requested management to advise them concerning voting requirements at the next meeting.

VII. NEW BUSINESS:

A. AEC WAIVER:
i. Mr. Jackson notified the Board that he had the authority to approve the invoice for payment since the work had already been performed. Therefore the waiver did not need to be signed.

B. ARC APPLICATIONS:
i. The board decided to post in the newsletter that all prior ARC applications were approved and that from this time forward all work done needs to have prior ARC approval before work begins.
ii. The Board directed management to mail any ARC applications received on a weekly basis to Mr. Mike Shuss at 108 Wall Ave, Davenport, FL 33896
iii. The Board directed management to send to them any ARC violations for them to determine who gets letters. They also asked

that copies of the letters be presented to them for approval prior to the letters being mailed.

VIII. **NEXT MEETING:**
The next meeting will be held at 7:00 p.m. on September 2, 2003 at Mr. Chasteen's house located at 132 Pinewood Drive, Davenport, FL 33896.

IX. **ADJOURNMENT:**
The meeting adjourned at 10:00 p.m.

Respectfully submitted,
Todd D Whitlock, LCAM
Association Manager

Board Adopted: 9/2/03

Pinewood Homeowners Association, Inc.
Board of Directors Meeting
MINUTES

BOARD OF DIRECTORS MEETING
At: 172 Pinewood Dr., Davenport, Fl 33896
June 4, 2003 at 7 p.m.

1. Call to order at 7:05 p.m. by Elizabeth Burns, President.
2. Notice of Meeting: A notice was posted at the entrance to the community 48 hours in advance of the meeting by Mr. Odom.
3. Quorum: Those present were Elizabeth Burns, Patrick Chasteen and Luis Alvelo Those present constituted a quorum. Also present was Harold Odom, newly appointed association manager.
4. Minutes: Mr. Chastain made a **motion** to approve the minutes of the May 6 meeting with one correction. Notation of approval of the minutes for the April 1, 2003 meeting should read: **The Board agreed not to send letters to homeowners concerning covenant infractions discovered during the property manager's inspections until the board could review and approve such letters.** Mr. Alvelo seconded the motion. The motion was approved unanimously.
5. Reports:
   A. Mr. Flores' management report was noted and will become a part of the minutes.
   B. Mr. Odom presented the **financial report.**
6. Old Business:
   A. Property Inspection:
      a. Erosion between Cypress Landing & Pinewood Dr. Mr. Chasteen will determine the best plants to put in, buy them and install them.
      b. Architectural Application. Mr. Alvelo made a **motion** to have management draft a letter to be mailed to those lot owners who have made changes to the property without getting proper approval. The letter should request that the property owner make application in order for the Association to properly maintain the records. Management is to present the draft letter to the president of the board for review before it is mailed. Ms. Burns seconded the motion. The motion was approved unanimously.
      c. Houses with unkempt lawn and/or pools. Board members are to inspect the two homes with the pools to make sure they haven't been cleaned. Management is to determine if the health department or code enforcement for the county can help getting the pools cleaned.
      d. Trees need trimming: Mr. Chasteen will contact Johnson & Johnson Tree service to have trees trimmed.

e. Lawn Pest Management: Mr. Odom presented a bid for services from Middleton Pest Control. Mr. Chasteen will get another bid and management will do a telephone poll of the board members in order to get a new pest management company in place by July 1, 2003.

B. Delinquent Accounts:

a. Start Collection Action: Ms. Burns made a **motion** authorizing Sentry Management to start collection efforts for #030062, #030076, #040085 and #0453A. Mr. Alvelo seconded the motion. The motion was approved unanimously.

7. New Business:

A. Levying fines for rules violators: The Board instructed management to research association documents and state law related to levying fines.

B. Prepare for Annual Meeting:

a. Location: Ms. Burns asked the other members to think about a location for the next members meeting.

b. Ms. Burns asked the Board to think about setting up a committee to review the Association documents and make recommendations for amendments.

8. Next Meeting: August 5, 2003 at 7p.m.
9. Adjournment was called at 8:40 p.m.

Respectfully submitted,
Harold Odom, LCAM
Association Manager

Board Adopted: 8/5/03

PINEWOOD COUNTRY ESTATES HOMEOWNERS' ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
May 6, 2003

I. CALL TO ORDER

The meeting was called to order by Juan Flores Association Manager at 7:10 pm. The meeting was held at 172 Pinewood Dr. Davenport, FL 33896.

II. PROOF OF DUE NOTICE

A copy of the Agenda was delivered to each Board member forty eight hours in advance. Mr. Chasteen posted the notice of the meeting at the entrance of the community.

III. STATEMENT OF QUORUM

Quorum attained: Elizabeth Burns----------President
Patrick Chasteen---------- Vice-President.
Luis Alvelo----------Treasurer / Secretary
Juan Flores Association Manager

IV. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Mr.Flores provided a set of minutes of the last meeting April 1, 2003 to be reviewed by the Board. He opened the floor for any discussion concerning the minutes.
Ms.Burns made an objection in item A. The Board voted not to have a Covenant & Restriction Committee. The other objection was item F. The Board agreed not to send any letters to the homeowners with home improvements and trash containers violation. — Covenant violations discovered during PM. Property Insp.
Having no more objections Mr. Flores asked for a motion to waive the reading of the minutes and accept them as presented.
Ms. Burns made the motion to approve the minutes. The motion was seconded by Patrick Chasteen . All the members in favor say "I".
The minutes were approved and they will be part of the Official Records.

V. MANAGER'S REPORT:

Mr. Flores found seven homes with landscaping violations, most of them the easement areas needs more attention.
Also, Mr. Flores advised the Board about erosion problem in the corner of Cypress Landing & Pinewood Dr.
The Board addressed 110 Pinewood Drive, the home was foreclosed and Ms. Burns advised Mr. Flores to have a Title search.

Also, Mr. Flores agreed to write a letter to the mortgage holder to address the lawn problem and the pool condition giving fifteen days to correct them.
The Board agreed to walk thru the community to appoint the common areas to be included for the purposes of pest control including the picnic area, around the retention pond and along Pinewood Dr.
The Board advised Mr. Flores about the damaged sidewalk cross the street of 458 Pinewood Dr.
Ms. Burns suggested to contact with Middleton Pest Control to get a quote for services.
The Board advised Mr. Flores to contact with the pest control because the lawn conditions in the common areas were not acceptable. Also, the Board requested two more bids for the pest control service in the property.
Also, Mr. Flores presented a quote from Arrington CPA to prepare the income tax returns for 2002 for $125.00.
Concerning the collections, Mr. Flores addressed six accounts with unpaid Association fees balances. Letters were sent to homeowners and they were given until May 15, and May 23, 2003 to pay their Association fees.
Having no more questions concerning the Manager's report. This report will be filed as part of the records of the Association.

VI. NEW BUSINESS:

A ASSOCIATION LEGAL REPRESENTATION

The Board reviewed and approved the engagement letter from Larsen & Associates to represent the Association in all legal matters.

VII. ADJOURNMENT

Juan Flores asked for a motion to adjourn. Ms. Burns made the motion. Patrick Chasteen seconded. All the members in favor say "I'.
The meeting was adjourned at 8:40 pm.

The Board agreed to meet the first Tuesday of every month until June,2003. The next meeting is scheduled for June 2, 2003.

approved w/correction 6/4/03

PINEWOOD COUNTRY ESTATES HOMEOWNERS' ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
April 1, 2003

I. CALL TO ORDER

The meeting was called to order by Juan Flores Association Manager at 7:05 pm. The meeting was held at 132 Pinewood Dr. Davenport, FL 33896.

II. PROOF OF DUE NOTICE

A copy of the Agenda was delivered to each Board member forty eight hours in advance.

III. STATEMENT OF QUORUM

Quorum attained:
Elizabeth Burns----------President
Patrick Chasteen---------- Vice-President.
Luis Alvelo----------Treasurer / Secretary
Juan Flores Association Manager

IV. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Mr.Flores provided a set of minutes of the last meeting to be reviewed by the Board. He opened the floor for any discussion concerning the minutes.
Having no objections Mr. Flores asked for a motion to waive the reading of the minutes and accept them as presented.
Ms. Burns made the motion to approve the minutes. The motion was seconded by Patrick Chasteen . All the members in favor say "I".
The minutes were approved and they will be part of the Official Records.

V. MANAGER'S REPORT:

Mr. Flores provided a quote to maintain the common areas (entrance) for pest control service including fertilization and pest control. The cost of this service is $70.00 per month.
The Board agreed to include the picnic area in the back of the property as common area and get another quote including that section.
Pat Chasteen wants to be present for the next pest control visit. Also, Mr. Flores offered to get another quote including landscaping and pest control services.
The Board agreed to cancel the contract to the actual pest control company and give them a thirty days notice according to the contract.
Juan Flores asked for a motion for cancellation of contract to Pestworks LandCare, Inc. . Elizabeth Burns made the motion. Mr. Alvelo seconded the motion. All the members in favor say "I". **Motion carried.**

Mr. Flores advised the Board about the six violations in the report.
The Board agreed not to take any action against the violations presented by Mr. Flores and grandfathering any improvements or changes done by the homeowners.
Having no more questions concerning the Manager's report. This report will be filed as part of the records of the Association.

VI. NEW BUSINESS:

A. DISCUSSION OF A COVENANT & RESTRICTION COMMITTEE.

The Board nominated to two homeowners for this committee. They are Mike Shuss as Chairman and Chris Warren as Officer. This Committee will report to the Board and the Board will make the final decision.
Motion carried.

B. NOMINATION OF THE ARCHITECTURAL REVIEW COMMITTEE.

This committee is formed Mike Shuss as Chairman and Chris Warren. The committee will review the applications and the Board will make the final decision.

C. PROPERTY INSPECTION REPORT.

Mr. Flores presented this report and the Board agreed to send a letter to two homeowners and include an application to be reviewed and approved by the Board.

D. REVIEW OF DELINQUENT ACCOUNTS.

The Board agreed to send a reminder letter to the owners who do not pay the Association fees yet.

E. ASSOCIATION LEGAL REPRESENTATION.

The Board agreed to vote for Larsen & Associates to represent the Association in any legal matter. Mr. Flores will contact with Larsen & Associates to provide an engagement letter to be signed by any member of the Board for approval.

F. ENFORCEMENT OF TRASH DISPOSAL & VEHICULAR COVENANTS AND RESTRICTIONS.

The Board already agreed to send a letter including the ARC application to the owners who has made some improvements in their properties.
Concerning the parking of campers in the property by renters the Board will contact with the violators in person and they agreed that Management companies been notified in writing.

G. STATUS OF THE SIDEWALK REPAIR.

Mr. Flores apologized because he did not draft the letter to the City to report this sidewalk damage for repairs.
Mr. Flores will write the letter in the next days.

H. INCLUSION OF ADVERTISING IN PINEWOOD HOA NEWSLETTER.

The Board plan to take donations for advertising in the newsletter, Mr. Flores advised the Board that in order to receive donations they have to report this money (income tax).
The two issues are Advertising and Sponsorship for the newsletter.

VII. ADJOURNMENT

Juan Flores asked for a motion to adjourn. Patrick Chasteen made the motion. Luis Alvelo seconded. All the members in favor say "I'.
The meeting was adjourned at 8:30 pm.

The Board agreed to meet the first Tuesday of every month until June,2003.
The next meeting is scheduled for May 6, 2003.

PINEWOOD COUNTRY ESTATES HOMEOWNERS' ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
March 4, 2003

I. CALL TO ORDER

The meeting was called to order by Juan Flores Association Manager at 7:15 pm. The meeting was held at 132 Pinewood Dr. Davenport, FL 33896.

II. PROOF OF DUE NOTICE

A copy of the Agenda was delivered to each Board member forty eight hours in advance.

III. STATEMENT OF QUORUM

Quorum attained:

Elizabeth Burns----------President
Patrick Chasteen---------- Vice-President.
Luis Alvelo----------Treasurer / Secretary
Chris Warren----------ARB Committee
Gordon Jackson District Manager
Juan Flores Association Manager

IV. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Being the first Board meeting there were no previous minutes to approve.

V. NEW BUSINESS:

A. ESTABLISH OF PETTY CASH ACCOUNT.

Juan Flores presented to the Board a petty cash form to be filled by the designated person to have the petty cash. Elizabeth Burns nominated to Luis Alvelo who is acting as Treasurer/ Secretary. The amount was stipulated in $100.00.
Juan Flores asked for a motion to accept the $100.00 for petty cash account.
Elizabeth Burns made the motion. Patrick Chasteen seconded.
All the members in favor say "I".
Motion carried.

B. NOMINATION OF THE ARCHITECTURAL REVIEW COMMITTEE.

Gordon Jackson explained the Board how the ARC works. The Board will look for three volunteers homeowners or they could nominate three owners.

This committee will be responsible to review all the applications related to any improvements such fences, pools, patio enclosures, sheds, painting colors etc. The Board can delegate full authority to the committee or only make recommendations to the Board and the Board will make the final decision. The purpose of this committee is to get more people involved with the Association.
Chris Warren was invited to be part of this committee but we need two more members. The Board is preparing a newsletter and will include the ARC application for any type of improvements.
The Board decided to table this motion for the next meeting.

Juan Flores advised the Board the importance to have an attorney and he recommended Larsen & Associates to represent the Association.

VI. ADJOURNMENT

Juan Flores asked for a motion to adjourn. Elizabeth Burns made the motion. Pat Chasteen seconded. All the members in favor say "I'.
The meeting was adjourned at 8:35 pm.

The Board agreed to meet the first Tuesday of every month until June,2003.

Pinewood Country Estates HOA meeting
February 12, 2002

Attendance: John Knights, Roger Frechette and Mark Lentz. Meeting was held at 224 Pinewood Dr. the meeting began at 7:00 p.m.

HOA dues were discussed. The following is a list of 2002 dues not paid as of 2/11/02.

Waite 105 Bayhead sending check
Neuling 110 Pinewood Ct.
Chatfield 116 Cypress Landing sending check
Thumb 133 Pinewood Ct.
Quattro 134 Bayhead St. registered letter sent to home
Logsdon 135 Bayhead St. registered letter sent to home
Saw 234 Pinewood Dr. sent email twice..no response
Hollamby 316 Pinewood Dr. registered letter sent to home
Contopoulos 326 Pinewood Dr.
Edwards 346 Pinewood Dr. sending check
Eskeneazi 428 Pinewood Dr.
Weaver 540 Pinewood Dr sending check
Rafiq 602 Pinewood Dr.
Li 744 Pinewood Dr.
Wright 866 Pinewood Dr. sending check

2002 dues are due as of 2/15/02 the late fee has been deferred until March 1st 2002.

BUDGET:
Budgets are completed in the 3rd quarter of the year (Roger will begin them in August).

2003 HOA dues:
It was discussed that on or around September 30th of 2002 invoices will be sent out in regards to 2003 HOA dues. Dues will be late if monies are not received by 1/1/03.

Role of the HOA Board:
It was discussed we want everyone to know the BOD is here for everyone. We need everyone's participation to make the association strong. Our goal is to get residents involved.

Lawn Issues:
The following are lawns that are currently dead and in need of maintenance,
109 Wall St.
234 Pinewood Dr.
132 Pinewood Dr. (Lloyd will take care of this one)
744 Pinewood Dr
806 Pinewood Dr.

John asked Mark and Roger to walk the neighborhood to note any houses in violation. E-mail results to John.

HOA Meetings:
Meetings will be held he first Monday of each month.
We will be holding 3-4 meetings during the rest of 2002 that will be open to all residents.
We will hold one annual meeting with a cookout for all residents.

Deed Restrictions:
The HOA BOD cannot just make changes to the deed restrictions. The association residents must vote changes to the deed restrictions. It takes 2/3 of the total residents to make changes (all residents, not just those voting).

BOD Responsibilities:
John-Maintain directory and send out updates
Roger-keep the books, create budget (Quicken program) P&L update at every meeting and send out invoices
Mark-keep minutes of all meetings

Miscellaneous:
John is currently updating the community directory and will send out to all residents when complete.

The possibility of a Pinewood Country Estates web site was discussed. The password would be changed every year. All Pinewood Country Estates residents would have the password so they could log in to the web site.

Newsletter-it was discussed to create an association newsletter. We are looking for a volunteer or volunteers to head this up. They would solicit information for the newsletter and put it together. The newsletter could be monthly or quarterly.

Next meeting:
The next meeting will be on 3/4/02. It will be held at 112 Pinewood Dr. at 7:00 p.m.
We will be discussing the front entrance of the subdivision. We need to clean up the white fence. We will be looking for approximately 8-10 residents to assist with cleaning the dirt and mold off the fence.

Meeting adjourned at 9:00 p.m.

>TO: JOHN KNIGHTS
>CC: PINEWOOD HOMEOWNER'S BOARD
>FROM: KEN SHADRAKE
>RE: HOMEOWNER¹S BOARD ELECTION RESULTS AND MY RESIGNATION
>
>As my last act as the President of the Pinewood Country Estates Homeowner¹s
>board I hereby ratify the election for Board officers for 2002.
>
>President - John Knights 17 votes (no write-in votes)
>
>Vice President (Non-Resident) Richard Harrison 14 votes (Ray Walker
>received 6 votes)
>
>Secretary Mark Lenz 16 votes (no write-in votes)
>
>Treasurer Roger Frechette 17 votes (no write-in votes)
>
>REMINDER: The homeowner's dues were to be received by Roger on 1/15/02.
>As
>stated previously, if Roger does not receive these by 2/15/02 a late fee
>equal to that of the initial dues of 229.64 will be assessed, no
>exceptions.
>No partial payments will be accepted for these. Please contact Roger or
>John if you have any questions about this.
>
>"Please enclose check or money order for $229.64 for each home you own made
>payable to Pinewood Country Estates Homeowner¹s Association and mail to
>Pinewood Country Estates HOA, P.O. Box 148, Loughman, Florida 33858-0148
>Any payment received by the Board after February 15th must total $549.28,
>no
>partial payments will be accepted".
>
>I hereby resign my position as President of the Pinewood Country Estates
>Homeowner¹s Association effective today, January 19, 2002.
>
>Ken Shadrake-155 Bayhead St.
>
>
>
><< 2002ElectionResign.doc >>
><< 2002ElectionResign.doc >>

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