

**PINEWOOD HOMEOWNERS ASSOCIATION, INC.**  
**Board of Directors Meeting**  
**704 Pinewood Drive, Davenport, FL 33896**  
**December 13, 2011 at 7:00 PM**  
**MINUTES**

---

**I QUORUM:**

Quorum was met, attending the meeting: Earl Hartman and Yvette Edmonds, Richard Harrison was absent. Andrey Barhatkov from 408 Pinewood was present for part of the meeting.

**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 November 8 was made by Earl, seconded by Yvette, providing that a paragraph would be added as follow: per homeowners request on previous meetings about having a web site for the community, the Board Members are actually looking at different options. All in favor, MOTION passed.

**V REPORTS:**

Financial Report was reviewed.

Management Report was reviewed.

**VI NEW BUSINESS:**

A) The dogs and cats letter that management prepared to be reviewed by the Board was tabled for the next meeting to be possibly included in a community newsletter.

B) Management was instructed to provide Yvette with six (6) copies of The Declaration of Easements, Covenants, Conditions, and Restrictions for distribution to new homeowners.

C) Earl wants to monitor water used for irrigation and requested from management copies of bills since May 2011 and any future copies as soon as received.

D) Entrance is decorated with holiday decor.

E) Motion was made by Earl to reimburse Yvette for the amount of \$47.51, the cost of extra Holiday decorations. Motion was unanimous approved.

**VII OLD BUSINESS:**

A) SWFWMD – President is still working on the letter to be sent regarding the swale issue.

B) Andrey Barhatkov discussed his delinquent account at 408 Pinewood. He stated that the home was no longer in the name of Leslie Barhatkov but in a trust and that he wants to try to establish a payment plan for the HOA dues but his cash flow is very limited and he is fighting a bank foreclosure.

C) Since Larsen and Associates has no documentation of the September 16, 2011 letter being received by the owner or tenant, Sentry Management was instructed to inform Larsen and Associates, that the Board of Directors have decided, that eviction and HOA foreclosure on 408 Pinewood cannot be accomplished and efforts should be stopped, but it is ok to keep monitoring the mortgage foreclosure. Earl requested that management send him an actual statement account balance for 408 Pinewood Dr and to verify the legal owner of the property.

D) Yvette is going to review all old Royce's bills to determine charges on foreclosure homes, as soon as she has this information, she will forward it to management to be included in the HOA's accounts to be paid at closing., when it sold.

E) Earl noted that Richard has submitted a payment plan proposal to Colin and Eunice Bishop to pay off the outstanding assessment amount own to the Association. The Board is waiting for Mr. Bishop's reply.

**VIII ESTABLISH DATE OF NEXT MEETINGS:**

Tuesday January 10th at Yvette's house at 7:00 pm.

**IX ADJOURNMENT:**

No further business was discussed at this point; motion to adjourn the meeting was done by Earl and seconded by Yvette at 8:30 pm. All in favor, meeting adjourned.

Respectfully submitted,

Adopted: 1/13/12

Maggie Nogueiras, LCAM  
Community Association Manager

**PINEWOOD HOMEOWNERS ASSOCIATION, INC.**

**Board of Directors Meeting**

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

November 08 2011

7:00 pm

---

**I QUORUM:**

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

**II CALL TO ORDER**

Maggie Nogueiras, representing Sentry Management called the Meeting to order at 7:05 pm.

**III. PROOF OF NOTICE:**

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

**IV MINUTES:**

MOTION to adopt the minutes from September 13 was made by Richard, seconded by Earl. All in favor, motion passed.

**V REPORTS:**

Financial Report was reviewed. Motion was made by Earl to waive outstanding amounts less than five dollars, seconded by Richard, all in favor, motion passed.

No further questions were formulated at this point.

Management Report was reviewed.

**VI NEW BUSINESS:**

a) Management was instructed to look into account #20055 Cerda and account #001037 Mukher and send reports to Board.

b) Management will be informed of any future work completed by Landscaping Co. on bank owned properties, these charges will be added to owner's account and reflected on the monthly Financial Statements. Yvette Edmonds, VP will forward this information to Management.

c) Earl and Richard will negotiate actual outstanding amount with Mr. Bishop

d) Yvette turned over a check for \$430.00 from Brandrick to be deposited in his account, management was instructed to get in contact with Larsen to

find out about the legal fees, if there is no more legal fees involved, what ever is outstanding in his account will be write-off, and the case dismissed.

- e) The engagement letter between Pinewood Estates and Arrington & Co., Certified Public Accountants, to compile the annual financial statements for year 2011, was signed by Earl Hartman.
- f) The Board delayed action on a request to authorize Larsen and Assoc. to proceed with the eviction process at 408 Pinewood, until president Earl Hartman can make a personal contact with the tenants. Action will be taken at the next meeting if the account is not settled.

## **VII OLD BUSINESS:**

- a) SWFWMD – President will send them a letter asking them why the homeowners are responsible for an issue that have never been addressed in the past, and suddenly is the homeowners' responsibility.
- c) CATS AND DOGS - Cats need to be inside their home or if running loose outside, animal control association will be called on them. Dogs need to be on a leash when walking outside, and their waste needs to be picked up. At the sole discretion of the Board of Directors, a fine may be imposed upon an owner for failure to comply with community's restrictions.  
Management was instructed to send a letter to all residents on these issues.
- d) The \$100.00 check issued for a community's Halloween party, will be used to purchase Christmas decorations instead.
- e) Yvette will come up with a price list on the following landscaping items: foreclosure lawns, pick up trash, painting, pressure wash, trees trimming.
- f) Management was questioned for the second time about the transfer fee on 172 Pinewood Dr., also who is responsible to provide governing documents to the new homeowners.

## **VIII ESTABLISH DATE OF NEXT MEETINGS:**

December 13th at Yvette's house at 7:00 pm.

## **IX ADJOURNMENT:**

No further business was discussed at this point; motion to adjourn the meeting was done by Earl and seconded by Yvette at 8:58 pm. All in favor, meeting adjourned.

Respectfully submitted,

Adopted: 12-13-11

*Maggie*  
Maggie Nogueiras, LCAM  
Community Association Manager

To be added:

Per homeowners request on previous meetings about having a web-site for the community, the Board Members are actually looking at different options.

**PINEWOOD HOMEOWNERS ASSOCIATION, INC.**

**Board of Directors Meeting**

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

September 13 2011

7:00 pm

---

**I QUORUM:**

Quorum was met, attending the meeting: Earl Hartman, Yvette Edmonds and Richard Harrison. Also present were Elaine Pounder from 826 Pinewood and Gerald Gray from 612 Pinewood.

**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 July 13 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:**

- a) A check for the amount of \$1,025.00 was given to Management, by Ivette Edmonds as part of the delinquent assessments fees for account #001001 Brandrick
- b) Motion to go forward to garnish the rent on 408 Pinewood Dr. was made by Ivette Edmonds, seconded by Earl Hartman, all in favor, motion passed.
- c) Budget for year 2012. Motion to approved the budget as presented was made by Earl Hartman, seconded by Ivette Edmond and approved also by Richard Harrison, all in favor, motion passed
- d) Management was instructed to follow up on the following:
  - To hold on all activities by Larsen and Assoc. on acct.#001001
  - To make sure the transfer fees and interest charges are waived on account #1016

- e) Gerald Gray mentioned the extra charges of \$25.00 he had to incurred in the process of issuing another check to pay his assessment fees, and claims that Sentry Management ought to pay him this \$25.00. Management was instructed to find out why and how there was a problem in processing Mr. Gray's check.

He also wants to know why there is a charge of \$10.00 to pay the assessments through Master Card. Management was instructed to find out details on these charges.

- f) Management was instructed to resend information on Web Site Designer.

**VII OLD BUSINESS:**

- a) Management was instructed to send a letter to 107 Cypress Landing in reference to the landscaping and the fence. Letter should make reference to a fine to be placed in thirty days if violation has not been complied.

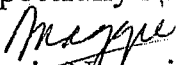
**VIII ESTABLISH DATE OF NEXT MEETINGS:**

November 8, 2011 at 7:00 pm at 704 Pinewood Dr.

**IX ADJOURNMENT:**

No further business was discussed at this point; motion to adjourn the meeting was done by Earl and seconded by Yvette at 8:12 pm All in favor, meeting adjourned.

Respectfully submitted,

  
Maggie Nogueiras, LCAM  
Community Association Manager

Adopted: Nov 8, 2011

**PINEWOOD HOMEOWNERS ASSOCIATION, INC.**

**Board of Directors Meeting**

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

July 12 2011

3:00 pm

---

**I QUORUM:**

Quorum was met, attending the meeting: Earl Hartman and Yvette Edmonds, Richard Harrison, was absent. Also owner Dianne Berthiaume, was present.

**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.

**IV MINUTES:**

MOTION to adopt the minutes from June 7 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:**

a) 612 Pinewood – Legal Report

Board is asking Management to find out why two closed account just two months apart, in Larsen's open and closed foreclosure accounts report despite the house having been owned for over a year

b) Letter from Southwest Florida Water Management District was received in reply to the request for extension of time on the repair to the environmental swale. The next inspection will be due on April 2, 2013 (21 months from now) when the repair is expected to be done. Board will meet regarding the swale when all members are back on site this winter to formulate a plan for addressing the issue

c) Yvette informed that she donated 3 bushes and 6 other green plants to the community. These were planted at the corner of Bayhead



and Cypress Landing.

- d) Yvette suggested to go talk to some homeowners that let their dogs do their business every where without picking up after them.
- e) Yvette made a motion to waive \$53.39 on account 001016, seconded by Earl Hartman, All in favor, motion passed
- f) Yvette made a motion to waive \$25.74 on account 40081, seconded by Earl Hartman. All in favor, motion passed.

## VII OLD BUSINESS:

- a) Polk County Utility Department reimbursed the community the amount of \$5,407.17, which is a refund on all amounts that Pinewood HOA paid for the electric bill for Polk County Lift Station #121 from February 2003 to March 2011.
- b) April-May's water bills, was over \$10,000.00, due to irrigation on the new sod at the common areas. Progress Energy was generous enough to reduce the bill to \$1,400.00
- c) The board is waiting for an answer on the new legislation due in the month of July to garnish rent.
- d) Richard will propose a payment plan for 121 Pinewood and Earl will review 102 Pinewood and work with Yvette on a communication with owners. Richard has had no response from 2129 Wall St.'s owners.

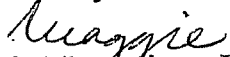
## VIII ESTABLISH DATE OF NEXT MEETINGS:

August 9<sup>th</sup> at Yvette's house at 3:00 pm. We will start discussing the 2012 Budget at this meeting.

## IX ADJOURNMENT:

No further business was discussed at this point; motion to adjourn the meeting was done by Earl and seconded by Yvette at 4:14 pm. All in favor, meeting adjourned.

Respectfully submitted,

  
Maggie Nogueiras, LCAM  
Community Association Manager

Adopted: 9-13-11