

**PINEWOOD HOMEOWNERS ASSOCIATION, INC.**  
**Board of Directors Meeting**  
**December 11, 2012 at 6:00 PM**  
**622 Pinewood Drive, Davenport, FL 33896**

**MINUTES**

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A quorum was present with the following members in attendance:

Earl Hartman  
Richard Harrison, via Skype

Also present were: Debby Weage, Sentry Management, Inc.  
Sharon Hartman, homeowner

The meeting was called to order by the President at 6:07 p.m.

The meeting notice was posted at the community entrance and Board packets were hand delivered and/or e-mailed to Board members.

Approval of the minutes of the November 6, 2012 meeting was tabled as copies were not included in the meeting packet.

Debby Weage presented the Financial Summary for November 2012. Earl Hartman moved to accept. Richard Harrison seconded. The motion carried unanimously.

Discussion was had as to the current accounts receivable. Extensive discussion was had regarding 4053A account receivable. The Association filed a foreclosure action, which was subsequently placed on hold. The matter is set for hearing, including consideration of dismissal for lack of prosecution. Earl Hartman moved that the litigation be dismissed. Richard Harrison seconded. Richard Harrison moved to amend the motion to have Debby Weage prepare a demand letter and seek some payment from the owner, with dismissal prior to the January 7, 2013 hearing date. Earl Hartman seconded the motion to amend. The amended motion carried unanimously.

Debby Weage reviewed her Manager's Report.

No new Architectural Review Board applications were submitted for action.

Debby Weage provided updated list of deed restriction enforcement issues with a copy to President Hartman. Discussion was had regarding the fence and alleged discoloration due to the Association's irrigation system. Earl Hartman indicated he would discuss the issue with the homeowner.

Old business was then addressed:

- Letters were sent to 20 owners impacted by swale that the SWFWMD had contacted the Association about regarding needed maintenance. No response has been received from SWFWMD to the Association's letter sent earlier in 2012.

- Entryway Access - Earl Hartman reported that the additional turn lane work has been delayed until March 2013.
- Progress Energy – no update
- Non-Resident Owner’s contact list – updated list provided to President Hartman
- Pressure washing of interior sidewalks – work was ordered through Royce Andrews and was to have been done the week of December 3, 2012. Earl Hartman reported the work was delayed as Mr. Andrews’ equipment was in for repair.
- Mailboxes - Debby Weage has contacted the Post Office but no action has been taken.
- Mr/Mrs Sunderapandian – plans for a holiday event were discussed. Earl Hartman moved to authorize \$100 as a contribution from the Association toward the holiday event for the community. Richard Harrison seconded and the motion carried unanimously.
- The 2013 Annual meeting is set for February 12, 2013 at 622 Pinewood Court.
- Website – no additional information was given, and Earl Hartman directed the topic be removed from “Old Business”.
- Landscape by 154 Bayhead – plant suggestions were submitted by Royce Andrews to Earl Hartman. Earl Hartman indicated he would contact a resident that is connected with the Extension Service. Debby Weage also suggested contacting the Polk County Extension Service and consulting with a “Master Gardener”. Debby Weage was asked to contact landscape companies that do design work to obtain quotes/ideas.

New business was then addressed. A newsletter was discussed and possible articles were suggested.

The Board agreed to meet on Tuesday, January 8, 2013 at 7:00 p.m., conditional upon Yvette Edmonds being available. Mr. Harrison will not be available.

There being no further business to come before the Board, Richard Harrison moved to adjourn. Earl Hartman seconded and the meeting adjourned at 7:02 p.m.

Respectfully submitted,  
 Debby Weage, LCAM, Association Manager

Adopted: 2-12-13

**PINEWOOD HOMEOWNERS ASSOCIATION, INC.**  
**Board of Directors Meeting**  
**November 6, 2012 at 7:30 PM**  
**622 Pinewood Drive, Davenport, FL 33896**

**MINUTES**

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A quorum was present with the following members in attendance:

Earl Hartman  
Yvette Edmonds

Also present were:    Debby Weage, Sentry Management, Inc.  
                              Rose Little, homeowner  
                              Sharon Hartman, homeowner  
                              Diane Berthiaume, Homeowner

The meeting was called to order by the President at 7:30 p.m.

The meeting notice was posted at the community entrance and Board packets were hand delivered and/or e-mailed to Board members.

Yvette Edmonds moved to approve the minutes from the September 11, 2012 Board of Directors Meeting. Earl Hartman seconded. The motion carried unanimously.

Debby Weage presented the Financial Summary dated October 2012. The report was received for the record.

Discussion was had as to the current accounts receivable. Debby Weage was asked to: (i) check on contact information on the Key property; (ii) send a statement showing breakdown to the Chatfields; (iii) check on feasibility for ledger statements when reminders are sent to homeowners.

Debby Weage presented her Manager's Reports for the period from early September to date.

Architectural Review Board applications were addressed.

- Cane application (846 Pinewood) was given to Yvette Edmonds for follow-up on paint color sample.
- Sunderapandian (151 Pinewood) to remove trees was approved.
- Sunderapandian (151 Pinewood) to paint Jonquil (yellow) was denied.
- Santiago (129 Wall) for fence installation was approved.
- Warren (115 Bayhead) to remove fence was approved.

Pressure washing proposals were reviewed and discussed. Earl Hartman moved to authorize that the work be done by Royce Andrews at \$1200, with the interior work done now and the work along Ronald Reagan to be done after Progress Energy completes its work relocating power poles. Yvette Edmonds seconded and the motion carried unanimously.

Deed restriction enforcement issues were discussed, with the following issues addressed:

- 107 Cypress Landing – needs to edge and clean sidewalk
- 136 Cypress Landing has trimmed the tree away from the street light
- 254 Pinewood – trailer parked there regularly; parking over sidewalk; personal property often left out; operating business (tile & carpeting). Debby Weage was asked to contact the homeowner. Debby Weage also suggested complaints be made to Polk County Code Enforcement regarding the business and the Sheriff's Department regarding the parking over the sidewalk.
- Issue of fence maintenance at 154 Bayhead was discussed. Homeowner has been asked to do maintenance (paint/stain) the fence; homeowner claims discoloration is due to the Association's irrigation system sprinklers spraying his fence. Options were discussed. Yvette Edmonds asked for opportunity to meet with homeowner and discuss.
- Complaint about holiday decorations at 101 Pinewood – creating traffic obstruction; ongoing parking concerns (daily after work). Yvette Edmonds volunteered to discuss issues with the homeowner.
- Debby Weage was asked to write to the homeowner whose irrigation was constantly running to advise them of problem and that Pinewood HOA Maintenance Director Royce Andrews turned off the water at the curb.

Old business was then addressed:

A. SWFWMD Swale

The Board unanimously agreed that no action be taken with the SWFWMD by the Association at this time regarding the swale. Debby Weage is to draft a letter to the impacted homeowners advising them of upcoming inspection and need to maintain the swale.

B. Entryway Access

The most recent report from Polk County is that the new access work should be done by December 2012.

C. Progress Energy - Work has not yet begun

D. Non-Resident Owner contact form a few additional responses have been received. was sent and some responses have been received. Debby Weage gave to the Board members copies of emergency contact list that has been accumulated to date.

E. Mailboxes – mailbox that fell down has been removed. Debby Weage will follow up on maintenance on all boxes within the community.

New business was addressed:

A. Newsletter - suggestions for articles were included. Debby Weage indicated that the Florida Friendly Landscaping guidelines recently adopted by the Board need to be included.

B. Holiday Event - Mr. Sunderapandian approached Yvette Edmonds about a holiday gathering at his home. Discussion was had about such an event and whether the Association would contribute toward the expenses. The Board agreed to add the issue to the December meeting agenda.

C. 2013 Annual Meeting - The Board agreed to hold the 2013 Annual Membership Meeting on Tuesday, February 12, 2012, with notices sent early enough for members out of country to respond and send in their proxies.

D. Website – Earl Hartman updated the Board as to items that have been added to the community website – past minutes, Florida Friendly Guidelines, 2013 Budget.

The Board agreed to meet on Tuesday, December 11, 2012 at 7:00 p.m.

There being no further business to come before the Board, Earl Hartman declared the meeting adjourned at 8:42 p.m.

Respectfully submitted,  
Debby Weage, LCAM, Association Manager

Adopted: 2/12/13

**PINEWOOD HOMEOWNERS ASSOCIATION, INC.**  
**Board of Directors Meeting**  
**August 7, 2012 at 7:00 PM**  
**704 Pinewood Drive, Davenport, FL 33896**  
**MINUTES**

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**1. QUORUM:**

A quorum was present with the following members in attendance:

Earl Hartman (via Skype)  
Yvette Edmonds  
Richard Harrison (via Skype)

Also present were: Debby Weage, Sentry Management, Inc.  
Patti Ferris, Sentry Management, Inc.

**2. CALL TO ORDER**

Earl Hartman, President of Pinewood Homeowners Association, Inc. called the meeting to order at 7:06 p.m.

**3. PROOF OF NOTICE:**

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

**4. MINUTES:**

Earl Hartman moved to approve the Minutes from the April 2, 2012 Board of Directors Meeting. Yvette Edmonds seconded. The motion carried unanimously.

**5. FINANCIAL REPORT:**

Debby Weage presented the Financial Summary dated July 2012. The Board members requested details on the Miscellaneous Expense total. Debby Weage to provide that information.

**6. REPORTS**

**A. Manager's Report:**

Managers' report was given by Debby Weage (Manager)

- Manager was asked to be sure lawn maintenance charges incurred by the Association regarding account #1004 (Dame) are charged back to the homeowner.
- Outstanding assessments were discussed. Manager recommended Liens be prepared on nine (9) homeowners. The Board indicated they wanted to personally approach homeowners who are in arrears before a Lien is filed. The Board will address again at the September meeting.
- Yvette Edmonds moved that the Association write off outstanding balances of \$5.00 or less unless the outstanding amounts are assessments. Richard Harris seconded and the motion carried unanimously.
- Yvette Edmonds requested a status report on account #020055 (Cerda) from the Manager.

- Proposal for a year-end compilation for 2012 was received from Arrington & Co., P.A., Certified Public Accountants. Earl Hartman moved to authorize the 2012 compilation by Arrington & Co., P.A. Yvette Edmonds seconded and the motion carried unanimously.
- Manager's Violation Report previously distributed to the Board was discussed. The Board wished to have more time to review and will take action at the September meeting. However, the Board directed the Manager send enforcement letters to the following:
  - 836 Pinewood – need to replace grass
  - 151 Pinewood – clean home and replace yard
  - 107 Cypress Landing – lawn maintenance (mowing needed on regular basis)
  - 136 Cypress Landing – second letter regarding resodding and trimming tree

**7. OLD BUSINESS:**

**A. SWFWMD Swale**

The Board unanimously agreed that no action be taken by the Association at this time regarding the swale, and that the Board await a response to its January 2012 letter to SWFWMD.

**B. Entryway Access**

The most recent report from Polk County is that the new access work should be done by December 2012.

**C. Signs**

The new signage authorized by the Board has been completed and this item is closed.

**D. Well**

The well installation has been completed and this item is closed.

**E. Newsletter cost list**

Debby Weage reported that the April 2012 Newsletter was not distributed. Earl Hartman will revise the newsletter and e-mail the revised document to Debby Weage for mailing to all members. In connection with the newsletter issue, Debby Weage reported that 52 homes have off-site addresses for the owners and that the Association records show contact information on 26 of those homes. Debby Weage suggested a contact form be included in the newsletter mailing to non-resident owners for their completion and return. The Board agreed.

**F. Rental note**

Earl Hartman reported that the Rental Note was not distributed to non-resident owners and that it should be included in the newsletter mailing.

**8. NEW BUSINESS:**

**A. Progress Energy:**

Discussion was had regarding the request from Progress Energy for an easement over Association property for the installation of new light poles, as there is no right-of-way available for the new poles as a result of the road widening. Progress Energy has offered \$8000 for the easement and has indicated it will replace any trees removed during the installation (with trees that will not grow above 12' at maturity) and repair any damage. Debby Weage raised a question regarding whether membership approval is needed to grant the easement and requested authority to obtain a legal opinion from the Association's attorney. Yvette Edmonds moved to grant the easement and accept the \$8000 payment offer, subject to the Association's attorney's opinion that membership

approval is not required, and further subject to obtaining a written commitment from Progress Energy that they will replace trees removed during installation and will repair any damage to Association property, including, but not limited to, the irrigation system. Richard Harrison seconded. The motion carried unanimously.

**B. Quit Claim Deed**

A tax bill was received for property in Citrus County that is titled in the name of the Pinewood Homeowners' Association, Inc. in error. A proposed Quit Claim Deed was presented for signature, transferring any interest in the property to the correct association, Pinewood Homeowners' Association of Crystal River, Inc. Earl Hartman moved to authorize Yvette Edmonds to sign the deed. Yvette Edmonds seconded and the motion carried unanimously.

**C. Violations were previously discussed.**

**D. ARB applications**

i. Yvette Edmonds presented an application from 234 Pinewood for painting (within the approved color schemes) and a vinyl fence. Yvette Edmonds moved to approve the application. Earl Hartman seconded. The motion carried unanimously.

ii. The trampoline issue was discussed. Earl Hartman indicated that the Board would be approving the trampoline but no application was submitted by the homeowner. Debby Weage will contact the homeowner and request the application.

**E. Florida Friendly Landscape**

Proposed landscape standards were distributed to the Board members in the meeting package and discussion was had regarding implementing Florida Friendly Landscape standards. The Board agreed to review the proposed standards, create proposed mulching standards, and that the Board will address the matter at the September 11, 2012 Board meeting with the intent to enact standards at that time.

**F. Non-Resident Owner's contact list.**

This issue was discussed earlier in the meeting. Debby Weage to forward current contact information to the Board.

**G. Preliminary presentation of proposed 2013 Budget.**

A preliminary 2013 Budget was presented. Discussion was had and the Board requested a revised budget based on a \$450 annual assessment, reduction in the "Water-Irrigation" expense, increase in "Irrigation Repair" and creation of "Landscape Improvements" account.

**9. ESTABLISH DATE OF NEXT MEETINGS:**

Next meeting is to be held September 11, 2012 at 704 Pinewood.

**10. ADJOURNMENT:**

Earl Hartman made a motion to adjourn the meeting. Motion was seconded by Yvette Edmonds and the motion carried unanimously. The meeting was adjourned at 8:38 p.m.

Respectfully submitted,

Adopted: 9-11-12

Debby Weage, LCAM, Association Manager



**PINEWOOD HOMEOWNERS ASSOCIATION, INC.**  
**Board of Directors Meeting**  
**704 Pinewood Drive, Davenport, FL 33896**  
April 2 at 7:00 PM  
**MINUTES**

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**I QUORUM:**

-Quorum was met, attending the meeting: Board members Earl Hartman, Yvette Edmonds and Richard Harrison. Additionally in attendance: Keith Templeton, Hazel Buck and Erica Diaz, Sentry Management, Inc

**II CALL TO ORDER**

-Earl Hartman, President of Pinewood Homeowners Association, Inc. called the meeting to order at 7:03PM.

**III PROOF OF NOTICE:**

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

**IV MINUTES:**

-Earl Hartman made a motion to approve the Minutes from March 7, 2012 Board of Directors Meeting. Motion was seconded by Yvette Edmonds. All in favor, vote passed.

**V REPORTS:**

Managers' report was given by Erica Diaz.

-Management collected the county Commissioner Todd Brantzler's information and drafted a letter to him regarding the East Bound Entry Way Access from Ronald Reagan Blvd. Manager sent an additional request to the Engineering Department for Polk County, Doug Gable. Both correspondences were sent certified and we are awaiting their response. You will find a copy of the letter that was sent attached.

-Management sent out several violation letters and has filtered several calls and emails regarding the violations.

-Management process petty cash request for Yvette Edmonds.

-Management filed an NOC for Dunham Well Drilling. Also management contacted Progress energy to set up electricity for the well, manager has processed the invoice for the \$200.00 deposit on this account.

-Management contacted Fast Signs to have them recreate signs as requested by the Board of Directors. All signs are to be delivered on April 3, 2012. Manager was given direction for Sentry Management, Inc. maintenance division install the signs.

-Since this meeting was early in the month a Financial Report was not finalized but a non-reconciled report was reviewed.

**VII OLD BUSINESS:**

A) SWFWMD – No response to our correspondence of January 15, 2012. Board will wait for SWFWMD response.

B) As noted in the manager report, violations were sent to nearly every house in Pinewood in early March. Sentry will revisit the site to update the violation list in May giving over two months for owners to make corrections or respond.

C) Well is underway and should be operational very soon.

D) Sentry reviewed signs and will order two new dog signs, a no parking sign, two video surveillance signs and replace the sign at the picnic area. Signs will be installed per board instructions.

E) Petitions have been sent to Polk County regarding the east bound access to Pinewood. We will await their response before proceeding.

**VI NEW BUSINESS:**

A) A rental note was reviewed and a motion passed to mail the note to all rental properties with a request that it be displayed in all the houses. President Hartman will have laminated copies made and deliver to the houses.

B) A newsletter will be prepared that will include information about the violation letters. The newsletter will also include a cost list of items the HOA would correct if necessary.

C) Earl made a motion that account 001045 be given a \$200 credit for penalties and interest. The account reached the lawyer's office and the homeowner is now caught up.

D) The Board asked for liens to be placed on three delinquent properties owned by one person, all of which are behind in payments. One house has a sale pending and another has a new tenant.

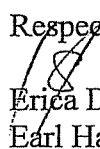
**VIII ESTABLISH DATE OF NEXT MEETINGS:**

Next meeting was not scheduled. Board members will review their schedules and monitor events in Pinewood to determine when next meeting should occur.

**IX ADJOURNMENT:**

Earl Hartman made a motion to adjourn the meeting. Motion was seconded by Yvette Edmonds, all in favor. The meeting was adjourned at 9:25 p.m.

Respectfully submitted,

  
Erica Diaz, LCAM, Association Manager  
Earl Hartman, President, Pinewood HOA

Adopted: 8/7/12

**PINEWOOD COUNTRY ESTATES HOMEOWNERS  
ASSOCIATION, INC.  
BOARD OF DIRECTORS  
March 7, 2012**

**MINUTES**

1. A quorum was established:  
In attendance: Board Members Earl Hartman, Yvette Edmonds, Richard Harrison.  
Members: Peter and Linda Taylor and Erica Diaz for Sentry Management, Inc.
  
2. Earl Hartman called the meeting to order at 7:03 pm.
  
3. Notice was posted at least 48 hours in advance.
  
4. Earl Hartman made a motion to approve the Minutes from February 7, 2012 Board of Directors Meeting. Motion was seconded by Yvette Edmonds. All in favor, vote passed.
  
5. Managers' report was given by Erica Diaz.  
Petitions were discussed; Earl Hartman gave report of all of the additional petitions he has collected. Earl Hartman made a motion to appoint Yvette Edmonds as the liaison for the entry way access project. Motion was seconded by Richard Harrison. All in favor. Management will follow up and research what is the best direction for the Board to take from this point (having the collected petitions).
  
6. Financial report was reviewed by Erica Diaz. Motion was made by Earl Hartman to waive any amount under \$10.00 on a homeowner's account. Seconded by Yvette Edmonds. All in favor. Board requested that management follow on accounts 1004,1011,1020,2055,4053A and 40080. Board has also requested that management follow up on Mark Capser, it appears that Sentry Management, Inc. records may be incorrect and this may be cause for his delinquency. County records indicate a different billing address as well as a different spelling of his name.
  
7. Old Business:
  - A. SWFWMD- Board discussed that a letter was sent on January 17, 2012 and that we have had no response back from SWFWMD.
  - B. Violations- Management recommends that a three set violation process be observed, with the last violation being sent certified. Management also conveyed that most attorneys that Sentry works with do not recommend providing self help to occupied homes. The Board would like to follow their community documents which allow for the Board to rectify maintenance issues that has not been resolved within 10 days.
  - C. Community Event- The community event was successful and had a turn out of 17 homes represented there. Also, Yvette Edmonds submitted receipts for reimbursement.

- D. Community Well- Was approved and contract was signed and provided to management. Management will file the Notice of Commencement for work to begin.
- E. Signs- Board has approved management to purchase a new sign for the picnic area, another for the dog area and 2 for video surveillance.
- F. Pond Inlet- Work has been done.
  
- G. Notice to tenants-Earl Hartman handed out a draft for a Notice to tenants to the Board for review. This item will be up for approval next meeting.
- H. Cost of Violation List- Earl Hartman recommended that a cost for raking be added to the list. Yvette Edmonds will add this.
- I. Welcome Packets- Board would like to add a letter into the Welcome packets for new homeowners.

8. New Business:

- A. Pinewood Beautification- The Board would like to request a landscaping company and Massey to come out to flyer the homes that their yards are in need of replacement and/or weed and feed. Management will contact several landscapers for a community discount. Yvette Edmonds will contact Massey.
- B. Entry Sign- 5 bushes were moved and Board is waiting on Road work to be finished prior revising irrigation and adding sod.

9. The Board established a date for the next Board meeting. The next meeting will be the first Monday, April 2, 2012.

10. Earl Hartman made a motion to adjourn the meeting. Motion was seconded by Yvette Edmonds, all in favor. The meeting was adjourned at 9:25 p.m.

Respectfully submitted,

Erica Diaz, LCAM  
Association Manager

Approved  
4/2/12

**PINEWOOD COUNTRY ESTATES HOMEOWNERS  
ASSOCIATION, INC.  
BOARD OF DIRECTORS  
ORGANIZATIONAL MEETING  
FEBRUARY 7, 2012**

**MINUTES**

1. A quorum was established:

In attendance: Board Members Earl Hartman, Yvette Edmonds

Others in attendance in person were Roy Heitman, Anthony and Mary Beck (proxy holders for Robert Melville), Carol Kingham, Sharon Hartman, Kenny Sloan, Diana Renouf (Proxy holder for Paul Simmons), Peter and Linda Taylor and Erica Diaz, representative for Sentry Management, Inc.

2. Earl Hartman called the meeting to order at 7:15 pm.

3. Organization of Directors: One position was open and Yvette Edmonds has been elected. The directors and their position are as follows for the next year.

Earl Hartman- President

Yvette Edmonds- Vice- President

Richard Harrison- Secretary/ Treasurer

4. Earl Hartman made a motion to approve the Minutes from January 10, 2012 Board of Directors Meeting. Motion was seconded by Yvette Edmonds. All in favor, vote passed.

5. Managers' report was given by Erica Diaz.

6. Financial report was reviewed by Erica Diaz.

7. Old Business:

- A. The Board lightly touched on collections, however given the attendance, the Board felt that his was a private matter and should be discussed in private.
- B. The Board explained to the membership the issue with the Swale. Erica read aloud a letter from another HOA in a similar position provided by Sentry Management, Inc. with regards to responsibility of maintenance of the Swale. Earl Hartman explained that he had mailed a letter to SWFWMD and that we are currently awaiting their response.
- C. Earl Hartman discussed the proposal provided by E.A.Barber regarding the pond inlet area. He has stated that he is going to call to get a more detailed description for the work that is to be done based on the quote provided.
- D. Earl Hartman discussed the electrical repair that the Board had investigated at the front entrance mentioned in the last Board meeting. Thanks to Richard Harrison and Pete Taylor, the repairs were handled in house.
- E. The Board of Directors also discussed a non compliance letter that they are working on for homeowners that are not complying with the rules and regulations

of the community. The letter will include costs for corrections if the HOA has to do them.

F. The web site, [www.pinewoodcountryestates.com](http://www.pinewoodcountryestates.com), is up and running.

8. New Business:

- A. A Survey was handed out to the membership created by Earl Hartman. The survey was compiled by visiting most of the home in the community. The purpose of the survey was to find out "who we are as a community."
- B. 30 Petitions were collected regarding the East Bound entry access into Pinewood Estates. The Board has requested that management resend a letter to all homeowners that we did NOT receive signed petitions from, which do NOT live in Pinewood. The Board has also requested that management provide a list of homeowners that we did not receive signed petitions from that do live in Pinewood, so that the Board can go door to door in effort to capture these signed petitions. It was brought up that the East Bound access is a safety concern of Pine Homeowners Association due to the fact that people have been seen turning in the wrong way from the turn lane and making a U-turn at 1000 Oaks. Kenny Sloan has asked that the Board approach 1000 Oaks and ask them to join the petition. Yvette Edmonds stated that she will be the congressional liaison with regards to this issue, should it get to that point.
- C. Earl Hartman read a draft version of a community information sheet that the Board is working on to have posted in the homes of all short and long term rentals. The main purpose of this letter is to remind occupants who are not the home owners that we are a deed restricted community and that there are rules and regulations that need to be adhered to.
- D. Earl Hartman mentioned a community action group that the Board would like to develop. The purpose of this group would be to help out fellow owners with maintenance projects that are unable to do the projects on their own for whatever the reason may be.
- E. Welcome Packets were brought up by Kenny Sloan. He stated that he has never received anything from Sentry Management; Inc. Erica Diaz will look into the Welcome Package process for Pinewood.
- F. Earl Hartman is pursuing a well for irrigation for the community. He will update as new developments arise.
- G. March 3, 2012 at 10 AM the Pinewood Homeowners Association will hold a social event at the picnic area for it residents. Yvette Edmonds will prepare and distribute the invitation.

9. The Board established a date for the next Board meeting. The next meeting will be the first Tuesday, March 6, 2012 and the following Meeting will be April 3, 2012.

10. Earl Hartman made a motion to adjourn the meeting. Motion was seconded by Yvette Edmonds, all in favor. The meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Erica Diaz, LCAM  
Association Manager

Approved 3/7/12

**PINEWOOD COUNTRY ESTATES  
HOMEOWNERS ASSOCIATION, INC.  
ANNUAL MEMBERSHIP MEETING/ELECTION - MINUTES  
February 07, 2012**

1. Meeting was **called to order** at 7:10 pm by Earl Hartman.
2. **Quorum** was established. 22 Members were present either by proxy or in person.
3. **Notice** was mailed at least 15 days prior and posted in the community at least 48 hours prior.
4. **Minutes** Motion was made by Earl Hartman to adopt the 2005 Annual Membership/ Election meeting minutes with the provision that no one in attendance at this meeting was in attendance at the meeting held in 2005. Motion was seconded by Yvette Edmonds. All in favor, vote passed.

Motion was made to adopt the 2011 Annual Membership Meeting/ Election meeting minutes. Motion was seconded by Yvette Edmonds. All in favor, vote passed.

5. Board Members **nominated** as follows: One position was open. Yvette Edmonds was nominated by the floor. Yvette accepted the nomination. No election was necessary, Yvette Edmonds was appointed to the Board of Director for a term of 3 years.
5. **Old Business** There was no old business to come before the membership.
- 6 **New Business** There was no new business to come before the membership
7. Motion to **adjourn** the meeting was made by Peter Taylor, seconded by Earl Hartman. The motion carried unanimously and the meeting adjourned at 7:14 pm.

Respectfully Submitted:

Debby Weage, LCAM  
Community Association Manager

Adopted: 2/12/13

**PINEWOOD HOMEOWNERS ASSOCIATION, INC.**  
**Board of Directors Meeting**  
**704 Pinewood Drive, Davenport, FL 33896**  
January 10, 2012 at 7:00 PM  
MINUTES

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**I QUORUM:**

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

Additionally in attendance:

Peter Taylor

Linda Taylor

Erica Diaz, Sentry Management, Inc.

Patti Ferris, Sentry Management, Inc.

**II CALL TO ORDER**

-Earl Hartman, President of Pinewood Homeowners Association, Inc. called the meeting to order at 7:10 pm.

**III PROOF OF NOTICE:**

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

**IV MINUTES:**

-Request was made by Board of Directors to receive draft Board meeting minutes within one week of the meeting, rather than at the next Board Meeting.

-MOTION to adopt the minutes from December 13, 2011 was made by Earl Hartman, seconded by Yvette Edmonds. All in favor, MOTION passed.

**V REPORTS:**

-Financial Report was reviewed.

-Motion was made by Earl Hartman, to file a lien on account numbers 1004, 1020 and 40080. Motion was seconded by Yvette Edmonds. All in favor, MOTION passed.

-Request was made for management to provide delinquency report by address rather than account numbers. Also, at this time the Board has decided to not proceed further with any legal action with regards to the list of delinquent owners provided by management. They are going to try and make contact with each owner first to discuss their specific circumstances.

Management Report was reviewed.

**VII OLD BUSINESS:**

A) SWFWMD – As-Builts were provided to Management. Management will make copies and seek proposals to rectify the current issue with the Swale located on the backside of Pinewood.



B) Website- Web Site: Earl has claimed [www.pinewoodcountryestates.com](http://www.pinewoodcountryestates.com) as a board web site that can be accessed by anyone. The sentry management site currently has 20 members from Pinewood and the neighbors.com site has 13 pinewood neighbors signed up. All three sites will have the "Declarations" (rules of Pinewood) posted on them.

C) Holiday Décor- Holiday décor is down and is stored at Earl Hartman's house located at 622 Pinewood Dr and at Yvette Edmonds, located at 704 Pinewood Dr.

D) Dog and Cat letter will be noted in the January newsletter. The Board has modified the original letter to quote Polk County ordinances as it relates to Dogs and Cats.

E) Water bills were provided to Earl Hartman by Sentry Management, Inc. at the request of Earl Hartman.

## VI NEW BUSINESS:

A) **Maintenance item costs** tabled for next meeting.

B) **Pond inlets:** Earl Hartman is looking into sources for broken concrete or rocks to build the two pond inlets up close to the concrete wash-way and then stone can be used over the top to improve appearance.

C) **Planting:** Asiatic Jasmine and Wandering Jew is growing in the two areas at Pinewood and Bayhead and Pinewood and Cypress Landing. A plan should be developed to determine what else should be added.

D) **Email address:** Earl has secured [pinewoodcountryestates@hotmail.com](mailto:pinewoodcountryestates@hotmail.com) as an email address for the Board. Board members will be given the password for the email to check and respond to community concerns or requests.

E) **Annual Meeting-** Board would like the notice to be mailed immediately to allow time for Proxys to return from the UK. Also, in the mailing the Board has directed Management to include a petition drafted by Management with regards to East bound entry access from Ronald Reagan into the Pinewood development, as well as the community Newsletter drafted by Earl Hartman and a cover letter explaining the importance of the petition and proxy's. Also, the Board would like it to be well noted that the above mentioned correspondence can be returned by email, fax or regular mail.

F) **Video Surveillance:** Earl Hartman has called the Governor's Office, who referred him to the Dept of Business and Regulation who said they don't cover community video. Earl Hartman spoke with a local installer who said he puts in systems and as long as there is no audio there is no problem. Earl will continue to research the option. The Board has requested pricing options for signage that states Video Surveillance. Management will provide options.

G) **Electric for Entrance:** The Board is looking into what actually needs to be done. They will get back with Management if the scope of repair is too great to be handled in house.

H) **Mission Statement:** Yvette Edmonds has requested the assistance of Management to help draft a "Mission Statement". She would like it to be put in place so that others understand the responsibility of the Board of Directors is not to be self serving rather it is a fiduciary

responsibility to the Association as a whole. Management will work to draft this and present it to the Board of Directors for their approval.

**VIII ESTABLISH DATE OF NEXT MEETINGS:**

The Annual Membership/ Election Meeting will be held on Tuesday, February 7, 2012 at Earl Hartman's home located at 622 Pinewood Dr, Davenport, FL 33896 at 7:00 pm.

**IX ADJOURNMENT:**

MOTION to adjourn the meeting was done by Earl Hartman and seconded by Yvette Edmonds at 8:47 pm. All in favor, meeting adjourned.

Respectfully submitted,

Adopted: 2-7-12

Erica Diaz, LCAM  
Community Association Manager