

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
November 12, 2013
622 Pinewood Drive, Davenport, FL 33896

MINUTES

A quorum was present with the following members in attendance:

Earl Hartman
Yvette Edmonds (joined the meeting in progress)
Richard Harrison

Others in attendance in person were:

Debby Weage, Manager, Sentry Management
Sharon Hartman
Denise Chatfield
Lorraine Stewart

The meeting was called to order at 7:02 p.m.

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

Earl Hartman moved to approve the minutes of the October 8, 2013 Board meeting. Richard Harrison seconded. The motion carried unanimously.

Debby Weage reviewed the October financial report and the accounts receivable.

Earl Hartman moved to authorize the intent to lien and lien on account 1031, which owes more than one year of assessments. Richard Harrison seconded. The motion carried unanimously.

Debby Weage presented her management report. A written report was included in the Board package.

Debby Weage reported the sidewalk repairs have been ordered, but the contractor has rescheduled the work for the second week in December.

Complaint from homeowner about tree in common area behind his home was addressed. Mr. Hartman and Mr. Harrison indicated they would look at dead trees to determine what action needs to be taken, whether to "drop" onto conservation area or "top" or take no action.

Debby Weage updated the Board on deed restriction enforcement issues. Debby Weage and Earl Hartman did a drive-through of the community prior to the meeting to review open issues and to discuss enforcement practices. Debby Weage indicated enforcement on turf will resume in spring, since we are coming into the non-growing season.

Architectural Review application was submitted. The Board decided to await the arrival of Yvette Edmonds to discuss the application.

Issue of the swale was addressed. The engineering/surveying firm has started its work on the topographical survey to determine needed work on the swale. Earl Hartman indicated the engineer felt the Association could approach restoration needs based on whether a specific area's condition meets the "intent" of the permit even if it does not meet the exact dimensional specifications of the permit.

Earl Hartman indicated he wanted to wait on engineering report before taking further action on rip rap for the pond, especially since the pond is now wet.

Earl Hartman indicated he had spoken with Royce Andrews about extension of the irrigation system along Ronald Reagan but did not have a proposal to present.

Earl Hartman noted that the newsletter was finalized and sent to Sentry's corporate office for production and mailing with the coupons/budget. The newsletter was e-mailed to homeowners for whom we had e-mail addresses.

Earl Hartman noted that the electrical repairs at the entrance have been completed.

Earl Hartman indicated he would be installing the holiday lights around December 3, 2013.

Earl Hartman indicated that the landscape improvements done this year are doing well and filling in, especially along Pinewood at Bayhead and Pinewood at Cypress Landing.

Earl Hartman indicated that the video surveillance system needed repair, which he is ordering.

Discussion was had regarding dog excrement issues. Proposals for installation of cleanup stations were discussed but concern was expressed that residents would not utilize. Discussion was had regarding DNA testing. Debby Weage had provided information. In order to do the DNA testing to identify the dog it would first be necessary to test all the dogs in the neighborhood and then do a comparison. Debby Weage was asked to obtain additional information on this process, cost, etc. Debby Weage suggested a community survey to determine how many dogs are involved to help the Board determine what the cost would be to do the DNA program.

Yvette Edmonds joined the meeting.

Denise Chatfield asked whether the Association had requested animal control enforcement in the community, as several cats have disappeared. Debby Weage suggested she contact Animal Control to see if they picked up her family's pet. Yvette Edmonds reported that her family had found remains of cats which apparently had been killed by wild animals.

The Board readdressed the ARB application. Yvette Edmonds indicated she would take and compare to the approved colors and advise the homeowner and management as to the approval/denial of the application.

The next meeting will be held on December 10, 2013 at 7:00 p.m. at 622 Pinewood Drive, Davenport, FL, subject to adjustment as needed.

Homeowner raised issue of uneven sidewalks. Debby Weage asked that the homeowner contact her with the addresses, and reported that some areas (common areas) are being repaired in December.

Debby Weage to investigate to determine whether repair is the responsibility of the homeowner or the County. Earl Hartman and Richard Harrison indicated they would do a survey to identify problem areas.

There being no further business to come before the Board, Earl Hartman moved to adjourn. Richard Harrison seconded and the meeting adjourned at 7:50 p.m.

Respectfully submitted,
Debby Weage, LCAM, Association Manager

Adopted: 1-14-14

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
October 8, 2013
704 Pinewood Drive, Davenport, FL 33896

MINUTES

A quorum was present with the following members in attendance:

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

Others in attendance in person were:

Debbby Weage, Manager, Sentry Management
Rose Marie Little

The meeting was called to order at 7:16 p.m.

The meeting notice was posted at the community entrance and Board packets were hand delivered and/or e-mailed to Board members. Notice posted at the entrance included notice that the 2014 Budget and Assessment were to be addressed at the meeting.

Yvette Edmonds moved to approve the minutes of the August 13, 2013 Board meeting. Earl Hartman seconded. The motion carried unanimously.

Earl Hartman moved to approve the minutes of the September 19, 2013 closed tele-conference Board meeting with legal counsel regarding the swale. Yvette Edmonds seconded. The motion carried unanimously.

Earl Hartman moved to defer discussion of the financial report until the next Board meeting, due to time constraints. Yvette Edmonds seconded. The motion carried unanimously.

Debbby Weage reviewed the accounts receivable.

The Board addressed the 2014 Budget and Assessments. Discussion ensued regarding adequate funding for reserves and anticipated expense for swale restoration. Richard Harrison moved to authorize a \$440 assessment, paid quarterly, and to adopt the day-to-day expenses as proposed by Earl Hartman with all remaining funds earmarked for Reserves-Contingency. Yvette Edmonds seconded. The motion carried unanimously.

Debbby Weage updated the Board on deed restriction enforcement issues and asked that the Board discuss future enforcement options in November when all Board members anticipate being in Florida.

Two Architectural Review applications were presented and processed.

The Board then addressed the SWFWMD issues. The Board had a telephone conference in September 2013 with attorney Azam to discuss the issue, and a written report was subsequently received. Further discussion ensued. Based on the input from legal counsel, Yvette Edmonds

moved to authorize the survey work as proposed by Envisors. Earl Hartman seconded. Richard Harrison alerted the Board to the provision in the contract that if work was halted for more than 60 days that there is a restart fee. The motion carried unanimously.

Electrical repairs were needed at the entrance. Yvette Edmonds coordinated repair. The electrician did not charge for the initial visit. However, additional work is needed and has been ordered. Ms. Edmonds reported the electrician is to resolve this week.

Debby Weage reported that the sidewalk work is to start in about 2 weeks.

Newsletter is to be produced and Yvette Edmonds has prepared a draft newsletter. Ms. Edmonds indicated she has a couple of articles to finish and then will forward to the Board for approval. Debby Weage asked that the final newsletter be provided by early November so that it can be included in the mailing for the 2014 Budget and Assessment.

The next meeting will be held on November 12, 2013 at 7:00 p.m. at 622 Pinewood Drive, Davenport, FL, subject to adjustment as needed.

There being no further business to come before the Board, Yvette Edmonds moved to adjourn. Earl Hartman seconded and the meeting adjourned at 7:58 p.m.

Respectfully submitted,
Debby Weage, LCAM, Association Manager

Adopted: 11-12-13

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
August 13, 2013
704 Pinewood Drive, Davenport, FL 33896

MINUTES

A quorum was present with the following members in attendance:

Earl Hartman (by Skype)
Yvette Edmonds

Others in attendance in person were:

Derek Morgan, District Manager, Sentry Management
Debby Weage, Manager, Sentry Management
Rose Marie Little
Diane Berthiaume

Debby Weage introduced Derek Morgan to those in attendance.

The meeting was called to order at 7:03 p.m.

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

Earl Hartman moved to approve the minutes of the June 11, 2013 Board meeting. Yvette Edmonds seconded. The motion carried unanimously.

Debby Weage reviewed the July 2013 financial report.

Debby Weage reviewed the accounts receivable. Debby Weage asked the Board about sending intents to lien to homeowners more than 2 assessment payments in arrears. Earl Hartman and Yvette Edmonds agreed to contact several homeowners who are in arrears prior to sending ITL or filing liens. Debby Weage recommended not filing ITL on #74 due to pending mortgage foreclosure, amount due and limit on monies collectible once foreclosure is complete. Earl Hartman moved to send ITL on #1035. Yvette Edmonds seconded. The motion carried unanimously.

Engagement letter for 2013 year-end financial compilation and tax return preparation from Arrington & Co. was presented. Earl Hartman moved to authorize engagement for 2013 at a cost of \$775. Yvette Edmonds seconded and the motion carried unanimously.

Debby Weage requested that the Board move up the SWFWMD issues on the agenda. There was no objection. Debby Weage gave a brief summary of the current status on the swale issue. Derek Morgan expanded on the issues before the Board and expressed concern about potential fines or enforcement action by SWFWMD if not action is taken. Both Mr. Morgan and Ms. Weage recommended that the Board consult with an attorney to discuss the Associations rights, obligations and options. Debby Weage had contacted attorney Asima Azam with Divine & Estes. Ms. Azam proposed a \$200 retainer for a review of documents and telephone conference to discuss the Association's position. Earl Hartman moved to authorize the retainer. Yvette

Edmonds seconded. The motion carried unanimously. Debby Weage to coordinate provision of back-up documents to the attorney and scheduling the telephone conference with the attorney, herself, Mr. Hartman and Ms. Edmonds if she is available.

Debby Weage presented information on “rip rap” product and costs of supplies and installation. Royce Andrews indicated it would be \$500 for one day for two people to install the Quikrete bags. Earl Hartman indicated he wanted to do further research on the product and other options. Derek Morgan left the meeting to attend to other matters.

Debby Weage presented her Manager’s Report. A written report was attached to the Board’s meeting package, augmented at the meeting.

Debby Weage indicated that she had been in contact with a person at the USPS to address maintenance of the mailboxes. She has taken photographs of each box to provide to the contact person.

Yvette Edmonds presented Architectural Review applications:

- 126 Cypress Landing – fence – approved
- 151 Pinewood – fence – approved

Debby Weage presented printout, which was e-mailed to the Board members as well, of current deed restriction enforcement issues and requested direction from the Board as to how they wanted to proceed on those matters that have received the full complement of three (3) letters. Discussion ensued. If further action is desired on problems at specific properties, the next step would be referral to the Association’s attorney for demand and possible litigation. The Board members present agreed to review the pending matters and select those properties for discussion as to further action.

Debby Weage raised the issue of trimming of trees on the common areas, especially where the tree is located on an individual owner’s property and the trimming is needed on branches overhanging the common areas. Several trees are obstructing the landscaper’s ability to access portions of the common area. Earl Hartman moved to authorize the tree trimming by Royce Andrews at a cost of \$300, contingent upon contacting the homeowners where trees are on their property are impacted to alert them to this pending work. Yvette Edmonds seconded. The motion carried unanimously. Debby Weage to contact the corporate owner. Yvette Edmonds agreed to contact the individual homeowners.

Debby Weage reported she had contacted four (4) companies regarding sidewalk repairs. Two declined to submit proposals. Two proposals were submitted: Arrow at \$2,750.00 and Driveway Maintenance at \$2,800.00. Debby Weage indicated both are larger companies and are reputable. Yvette Edmonds moved to authorize work by Arrow at \$2,750. Earl Hartman seconded. The motion carried unanimously.

Debby Weage raised the issue of expansion of the irrigation system along Ronald Reagan. Earl Hartman indicated he would follow-up with Royce Andrews.

Debby Weage presented a preliminary budget for 2014. Discussion ensued. The Board indicated that it wants to keep the assessment at \$400 for the year, and made recommendations as to areas for adjustment on proposed expenditures for 2014. Debby Weage indicated that the budget needs to be established no later than October 2013.

The next meeting will be held on October 8, 2013 at 6:00 p.m. with location to be confirmed. It may be necessary to have Board members attend by Skype.

Earl Hartman raised the issue of installation of containers/cans for picking up after dogs when walking the community. Information as to various options was included in the Board meeting package. Yvette Edmonds indicated she wanted to review the options and address the issue at the next meeting.

There being no further business to come before the Board, Earl Hartman moved to adjourn. Yvette Edmonds seconded and the meeting adjourned at 8:12 p.m.

Respectfully submitted,
Debby Weage, LCAM, Association Manager

Adopted: 10-08-13

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
June 11, 2013
704 Pinewood Drive, Davenport, FL 33896

MINUTES

A quorum was present with the following members in attendance:

Earl Hartman (by speaker phone)
Richard Harrison (by Skype and speaker phone)
Yvette Edmonds

Others in attendance in person were:

Debby Weage, Manager, Sentry Management
Rose Marie Little

The meeting was called to order at 6:08 p.m.

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

Richard Harrison moved to approve the minutes of the April 2, 2013 Board meeting with removal of reference to the \$139 plant purchase. Earl Hartman seconded. The motion carried unanimously.

Debby Weage reviewed the April 2013 financial report.

Debby Weage reviewed the accounts receivable.

Debby Weage to send account history on Beck/40083 to Earl Hartman, who agreed to contact Mr. Beck regarding his account receivable. Yvette Edmonds agreed to contact: McDonough (1006); Chatfield (30073); Sunderpandanian (20050); Payton 1031) to discuss outstanding assessments prior to sending an intent to lien or filing a lien.

Debby Weage presented invoices from Larsen & Associates that are outstanding. Discussion was had regarding use of attorney's after mortgage foreclosure actions are filed. Earl Hartman moved to continue engaging counsel for a flat rate of \$260 on the mortgage foreclosure actions. Richard Harrison seconded, with a \$260 maximum. The motion carried with Earl Hartman and Richard Harrison voting in favor. Yvette Edmonds opposed. Debby Weage presented information on legal bills regarding the Bishop property. Earl Hartman moved to authorize payment of the outstanding legal bills. Yvette Edmonds seconded. The motion carried unanimously.

Paperwork for requesting price for renewal of liability insurance was presented for signature and was signed by Yvette Edmonds as Vice-President.

Letter from Duke Energy regarding name change was presented.

Letter from Duke Energy regarding work along Ronald Reagan Blvd. was presented. The Board members indicated that all work that is/was to be done along Ronald Reagan in front of Pinewood has been completed.

Earl Hartman moved to authorize cleaning of the fence along Ronald Reagan that was deferred pending completion of the power company/road work projects. Yvette Edmonds seconded. The motion carried unanimously.

Debby Weage reported replacement “welcome” sign has been ordered. The Board requested the two signs close to Ronald Reagan be relocated closer to the “welcome” sign.

Debby Weage reported on recent legislation which allows homeowners’ associations to request the court to compel a mortgage company to proceed with pending litigation, to avoid mortgage foreclosures from stagnating.

Debby Weage also reported on legislation that is to be signed soon requiring Board members to complete mandatory education hours and to certify they have read and are familiar with the Association’s documents.

Debby Weage reported she had requested prices on sidewalk repairs. One came in at a minimum of \$2,000 just to bring out equipment/manpower. An additional bid is pending.

Debby Weage presented a written report on pending deed restriction enforcement matters. Debby Weage to scan and send the report to Richard Harrison and Earl Hartman.

Yvette Edmonds reported on recent Architectural Review actions:

- 408 Pinewood – paint – approved
- 162 Pinewood – fence – approved
- 105 Bayhead – fence – approved
- 126 Cypress Landing – paint – approved
- 306 Pinewood – paint – approved

Discussion was had regarding the SWFWMD district and required inspection. Proposal from Envisors for survey and engineering work regarding restoration of the swale was forwarded to the Board members upon receipt by Debby Weage. Discussion ensued. Yvette Edmonds moved that the Board seek legal advice regarding its obligations on restoration of the swale and maintenance of the permit. The Board agreed to have a special meeting with counsel on this matter. Debby Weage and Yvette Edmonds to investigate attorneys and arrange for a telephone conference.

Debby Weage to obtain prices for installation of “rip rap” at the inflow structures in the large pond on Pinewood

Debby Weage to check on payment of invoice from Royce Andrews on landscape improvements.

— Earl Hartman indicated he would contact Royce Andrews about proposal(s) for extension of the irrigation system along Ronald Reagan (both directions).

Yvette Edmonds indicated she would like to reconsider installation of "pet" station with supplies for cleanup after dogs being walked in the community. Debby Weage to obtain proposals.

The next meeting will be held on August 13, 2013 at 6:00 with location to be confirmed. It may be necessary to have Board members attend by Skype.

There being no further business to come before the Board, Earl Hartman moved to adjourn. Yvette Edmonds seconded and the meeting adjourned at 7:23 p.m.

Respectfully submitted,
Debby Weage, LCAM, Association Manager

Adopted: 8-13-13

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
April 2, 2013
622 Pinewood Drive, Davenport, FL 33896

MINUTES

A quorum was present with the following members in attendance:

Earl Hartman
Richard Harrison

Others in attendance in person were:

Rose Marie Little
Hazel Buck
Keith Templeton
Sharon Hartman

The meeting was called to order at 6:02 p.m.

The meeting notice was posted at the community entrance and Board packets were hand delivered to Board members.

Earl Hartman moved to approve the minutes of the March 5, 2013 Board meeting. Richard Harrison seconded. The motion carried unanimously.

The financial report for February 2013 was reviewed. The financial report for March 2013 was also reviewed. Debby Weage indicated she would be updating the Board regarding the Bishop attorney's fees.

Debby Weage reviewed the accounts receivable.

Earl Hartman made the following statement:

- Whereas the balance due on account #4053A was \$485.56 in January 2010 and the owner's representative, Mike Eckersley of J&M Anglo American Handling, was told by someone, unrecorded and unidentified, that the balance was in fact \$485.56;
- Whereas check #9231 from J&M was prepared and dated 1/22/10 and made out to Pinewood HOA for the intention of balancing the account to zero;
- Whereas said check was subsequently reissued to pay to Larsen and Associates after J&M had been informed that the check to the HOA could not be accepted (the account had been referred to counsel);
- Whereas the back of the cancelled check indicates it was cashed February 12, 2010 but, inexplicably, Larsen states they did not cash until March 16, 2010 and Sentry did not post a credit until April 5, 2010;
- Whereas the owner and his agent in the past three years have faithfully paid \$400 annual dues in response to billings from Sentry Management;
- Whereas the January 2010 check should have cleared all due accounts except a subsequent \$780 billing for legitimate legal fees to follow up and collect the amount due;
- Whereas the owner's representative has now prepare a check for \$748 to cover the initial collection fees;

Earl Hartman moved that upon receipt of the \$748 payment all penalties, interest and legal fees be waived and the account be considered balanced as of April 2, 2013, except as to any recent 2013 assessments that may not be up to date. Richard Harrison seconded the motion, which carried unanimously.

Discussion was had regarding account #1011, which has been referred to counsel for demand against rental income. The President had spoken to the mother of the tenant and had indicated to her that enforcement action was being instituted, which would impact the tenant. Debby Weage advised that the owner had contacted her and advised that the tenant has given 30-days notice of intent to vacate because of perceived "threats".

Earl Hartman moved to have an intent to lien notice sent on account #1030. Richard Harrison seconded and the motion carried unanimously.

Earl Hartman moved to remove non-assessment charges on accounts 1035 and 1045. Richard Harrison seconded. The motion carried unanimously.

Debby Weage reported that the "welcome" sign at the entrance is damaged and needs to be replaced. Earl Hartman and Richard Harrison indicated they would look at the sign and advise if they wish to have any modifications made. Richard Harrison moved to authorize replacement. Earl Hartman seconded. The motion carried unanimously. Debby Weage was directed to have the "dog poop" and other notice sign currently at the entrance relocated further inside Pinewood as they are too close to Ronald Reagan Blvd. to be read.

Architectural Review Board applications were presented and the following actions taken:

- 107 Cypress Landing – painting home – approved
- 652 Pinewood – installing new ridge on roof - approved
- 142 Pinewood – painting – approved
- 123 Pinewood – fence installation – approved
- 520 Pinewood – remove fence and replace with hedges – approved with condition that hedges not be allowed to exceed 6' in height
- 141 Pinewood – mulching front lawn (done prior to submitting application) – denied – homeowner to resubmit in compliance with Florida Friendly Guidelines. Written statement as to reasons for denial is attached hereto and made a part hereof.

Debby Weage presented an updated deed restriction enforcement report to the Board members. Debby Weage responded to inquiry from member regarding notices sent asking for driveways and sidewalks to be cleaned, and advised the Board as to what conditions prompted a notice on that issue. Debby Weage asked the Board to review the deed restriction report, to look specifically at those items that have received a "V-3" letter and have not corrected the identified issue and to give direction to management as to further enforcement efforts.

Debby Weage reported she is still trying to prompt the United States Postal Service to repair the mailboxes and reported one is about ready to fall over.

The issue of landscaping common areas along Pinewood at Bayhead and Cypress Landing was discussed. Earl Hartman indicated he had authorized purchase of \$139 in plants and moved to authorize up to \$2,000 (including the \$139) for landscaping the two areas and to hide the pump with landscaping. Plants being used include: jasmine, hawthorne, spider grass and purple queen.

Some existing plants will be relocated within the planting area. Richard Harrison seconded and the motion carried unanimously.

Discussion was had regarding the SWFWMD district and required inspection. The company authorized at the last meeting to do the inspection has declined. Debby Weage presented the two additional proposals. Earl Hartman moved to authorize the work by Envisors, and indicated he would like to speak with the contractor. Richard Harrison seconded and the motion carried unanimously.

Earl Hartman presented a receipt for reimbursement for copies of "as-built" plans on the retention system for the use of Envisors. Mr. Hartman asked that the plans be returned to Yvette Edmonds upon completion of the engineering inspection/work.

The issue of common area sidewalk maintenance was discussed. Earl Hartman indicated there are a couple of areas where the sidewalk has been raised by tree roots. Debby Weage indicated there are two approaches on repairs: (1) remove existing and repour; (2) "shave" off the section that is higher to create a smooth transition. Earl Hartman indicated that he would review the common areas, mark areas of concern and forward to Debby Weage for her to obtain repair proposals.

Earl Hartman reported 462 Pinewood has been sold to FNMA.

Earl Hartman indicated he would like to have the irrigation system at the front entrance extended on the East side and to address plant replacement once the system is in place. The work would be done after Florida Power and the County have completed the work along Ronald Reagan Blvd. Debby Weage will contact Royce Andrews for a written proposal.

The next meeting will be held on June 11, 2013 at 6:00 with location to be confirmed. It may be necessary to have Board members attend by Skype.

There being no further business to come before the Board, Earl Hartman moved to adjourn. Richard Harrison seconded and the meeting adjourned at 7:01 p.m.

Respectfully submitted,
Debby Weage, LCAM, Association Manager

Adopted: 6-11-13

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
March 5, 2013
704 Pinewood Drive, Davenport, FL 33896

MINUTES

A quorum was present with the following members in attendance:

Earl Hartman
Richard Harrison
Yvette Edmunds

Others in attendance in person were:

Rose Marie Little
Jeff Berthiaume
Dianne Berthiaume

The meeting was called to order at 6:00 p.m.

The meeting notice was posted at the community entrance and Board packets were hand delivered to Board members.

Earl Hartman moved to approve the minutes of the February 12, 2013 Board meetings. Richard Harrison seconded. The motion carried unanimously.

The financial report for February 2013 was not yet available.

Debby Weage reported that the year-end review has been completed and the reports have been circulated to the Board members. Notice was sent, as required by statute, that they may request in writing a copy of the report.

Debby Weage reviewed the accounts receivable.

Earl Hartman moved to refer unit 001011 to Larsen & Associates, Inc. for garnishment of rental payments. The name of the tenant is Tanya Ross. Yvette Edmunds seconded. The motion carried unanimously.

Discussion was had regarding the 4053A account. Earl Hartman made an offer to the owner, but a response has not yet been received.

The owner at 1009 has promised to forward a payment.

Earl Hartman gave to Debby Weage a check from the owner at 001035 for \$200.00. Earl Hartman moved to waive the balance due (except for any assessments outstanding). Yvette Edmunds seconded. The motion carried unanimously.

The owner at 1045 has promised to make payment with his tax refund monies.

Jeff and Dianne Berthiaume reported that they had been charged late fees. Their payments were returned because they forwarded to the wrong address and the checks were made payable to Sentry Management. Yvette Edmunds moved to waive the late fees on both accounts. Earl Hartman seconded. The motion carried unanimously.

Debby Weage indicated Board members can access all accounts as to accounts receivable and deed restriction enforcement. The Board members asked that Debby Weage provide information on how the Board members can register.

Debby Weage presented one Architectural Review application. Yvette Edmunds moved to deny the application as the color is not within the approved color schemes and the color for the home is too dark. Richard Harrison seconded and the motion carried unanimously.

Dianne Berthiaume asked about the letter she received asking that she stain or paint her fence. Debby Weage indicated it was her understanding that the Association's policy was to require staining/painting. A review of the documents was made and the Board confirmed painting/staining is not required with new fencing. Ms. Berthiaume reported her fence is being discolored as a result of the neighbor's irrigation system spraying on her fence. Debby Weage was asked to contact the homeowner at 141 Pinewood to request their irrigation be adjusted so it does not hit the neighbor's fence.

Debby Weage will provide a report form to Royce Andrews for the April 1 inspection of the irrigation system.

Discussion was had regarding SWFWMP permit issues. Earl Hartman reported on his meeting with representatives from SWFWMP. Debby Weage presented a proposal from DS Franks for an inspection of the area covered by the permit at a cost of \$215.00. Earl Hartman moved to engage DS Franks. Yvette Edmunds seconded. The motion carried unanimously. Earl Hartman asked Debby Weage to request a proposal from the engineer for defining needed repairs to the swale.

Earl Hartman reported the additional turn lane permit has been delayed.

Discussion was had regarding landscape improvements along Pinewood. Yvette Edmunds requested any proposal include installation of a "weed cloth" to discourage weed growth. Earl Hartman indicated he would bring a proposal to the April meeting.

Sidewalk repairs are to be included on the agenda for the April meeting.

The next meeting will be held on April 2, 2013 at 6:00 at Earl Hartman's residence.

There being no further business to come before the Board, Richard Harrison moved to adjourn. Yvette Edmunds seconded and the meeting adjourned at 7:10 p.m.

Respectfully submitted,
Debby Weage, LCAM, Association Manager

Adopted: 4-2-13

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
February 12, 2013
652 Pinewood Drive, Davenport, FL 33896

MINUTES

A quorum was present with the following members in attendance:

Earl Hartman
Richard Harrison
Yvette Edmunds

Others in attendance in person were:

Dwayne & Katie David, homeowners
Phillip Lawrence, homeowner
Carole Kingham, homeowner
Anthony Beck, homeowner, and wife, Mary
Jerald Pierce, homeowner
Diane Renouf
Debby Weage, representative for Sentry Management, Inc.

The meeting was called to order by the President at 7:13 p.m. immediately following the conclusion of the 2013 Organizational Board meeting.

The meeting notice was posted at the community entrance and Board packets were hand delivered to Board members.

Earl Hartman moved to approve the minutes of the November 6, 2012 Board meeting. Yvette Edmunds seconded. The motion carried unanimously.

Earl Hartman moved to approve the minutes of the December 11, 2012 Board meeting. Richard Harrison seconded. The motion carried unanimously.

Debby Weage presented the financial reports for December 31, 2012 and January 31, 2013.

Debby Weage reviewed the accounts receivable. Debby Weage to verify status of the account for 4053A. Debby Weage recommended sending intents to lien on four properties. Earl Hartman moved to table the issue until the next meeting pending Board members contacting the homeowners. Richard Harrison seconded. The motion carried unanimously. Yvette Edmunds indicated she would approach the owners of units 1009 and 20051 to discuss outstanding assessments. Earl Hartman indicated he would appreciate the owners of 1035 and 1045 to discuss outstanding assessments.

Earl Hartman moved to remove the amounts owed of \$10.00 or less, so long as the charges were not for assessments. Yvette Edmunds seconded. The motion carried unanimously.

Liability insurance coverage was addressed by e-mail outside of the Board meeting as it was coming up for renewal prior to the meeting. A copy of the new policy was included with the Board package and the President signed the pages calling for the Association's signature.

The Association has waived acquisition of property insurance in the past. Earl Hartman moved to continue to waive that coverage for the next year. Richard Harrison seconded and the motion carried unanimously. Debby Weage presented a resolution for signature indicating the Board's decision on this matter.

Debby Weage reviewed outstanding deed restriction issues.

Debby Weage has contacted the Post Office twice regarding needed maintenance of the community mailboxes.

Yvette Edmunds presented one Architectural Review application and moved to approve the painting of the home at 632 Pinewood, the existing colors. Richard Harrison seconded and the motion carried unanimously.

Earl Hartman expressed concern about irrigation heads installed on common areas behind 123 Pinewood Court. Mr. Hartman had reviewed the plat and other association documents. The owner wants to install a fence and has indicated he will cut irrigation line that goes to any heads that will be behind the fence.

Mrs. David requested an ARB application form. Debby Weage indicated she would e-mail to her the next day. Suggestion was made to add the form to the Pinewood HOA website.

Discussion was had regarding the Southwest Florida Water Management District and pond inspection. Earl Hartman reviewed the history with the members who were in attendance. Mr. Hartman indicated he would send a follow-up letter to SWFWMD regarding the pond inspection and maintenance issues, and request a reply to the letter sent in January 2012.

Modification of Ronald Reagan Parkway and an additional turn lane is to start March 2013.

Progress Energy is relocating power poles in conjunction with that work.

There was no "holiday event" and no contribution is to be sent to the homeowner who had indicated his intent to hold an event.

Proposals for landscaping at Bayhead and Pinewood were discussed. Earl Hartman indicated he had met with Royce Andrews and FloraLawn to discuss what he would like to see in the strips between the street and sidewalk owned by the Association. Further proposals are to be submitted and once received the Board will discuss.

New business was then addressed. Earl Hartman moved to require the Association's maintenance company perform a bi-monthly check of the irrigation system, on the first sprinkling day of every even month (February, April, June, August, October, December) with the system run long enough during daylight so as to test for proper operation, settings and coverage. Upon conclusion of the review, a written report be submitted outlining any issues discovered and corrections made. Mr. Hartman indicated that there would be no additional charge by Mr. Andrews for this inspection. Yvette Edmunds seconded. The motion carried unanimously.

Resident raised the issue of cats running loose. Recommendation was made to contact Animal Control and obtain loan of cat trap. Debby Weage was asked to contact owner at 254 Pinewood about breeding pets for commercial purposes.

Debby Weage to review record regarding property at 141 Pinewood regarding converting front yard to mulch.

Debby Weage to check community street lights before departing the community.

The Board agreed to meet on Tuesday, March 5 and April 2, 2013 at 7:00 p.m.

There being no further business to come before the Board, Richard Harrison moved to adjourn. Earl Hartman seconded and the meeting adjourned at 8:42 p.m.

Respectfully submitted,
Debby Weage, LCAM, Association Manager

Adopted: 3-5-13

**PINEWOOD COUNTRY ESTATES HOMEOWNERS
ASSOCIATION, INC.
BOARD OF DIRECTORS
ORGANIZATIONAL MEETING
FEBRUARY 12, 2013**

MINUTES

The 2013 Board of Directors Organization Meeting was called to order at 7:12 p.m.

A quorum was established, with the following Board members present:

Earl Hartman
Yvette Edmonds
Richard Harrison

Others in attendance in person were:

Dwayne & Katie David, homeowners
Phillip Lawrence, homeowner
Carole Kingham, homeowner
Mr. and Mrs. David Beck, homeowners
Jerald Pierce, homeowner
Diane Renouf
Debby Weage, representative for Sentry Management, Inc.

Earl Hartman moved that the Board members retain their current officer positions for the coming year. Yvette Edmonds seconded and the motion carried unanimously

There being no further business to come before the Board, the meeting adjourned at 7:13 p.m.

Respectfully submitted,

Debby Weage, LCAM
Community Association Manager

Approved 3-5-13