# PINEWOOD HOMEOWNERS ASSOCIATION, INC. Board of Directors Meeting January 14, 2014 622 Pinewood Drive, Davenport, FL 33896

#### **MINUTES**

A quorum was present with the following members in attendance: Earl Hartman Yvette Edmonds Richard Harrison

Others in attendance in person were: Debby Weage, Manager, Sentry Management Sharon Hartman

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 to Board members.

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

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

Yvette Edmonds agreed to contact account #001035 about balance owed and advise owner that if the account remains unpaid a lien will be filed and a lien fee of \$125 incurred.

Earl Hartman moved to authorize the intent to lien and lien on account 1006. Discussion ensued. Mr. Hartman withdrew his motion. Yvette Edmonds agreed to contact the homeowner. Earl Hartman agreed to contact the homeowner on account 30070.

Board certification was addressed. Yvette Edmonds will be attending a seminar, and Richard Harrison attended the seminar offered through Sentry Management in December 2013. Debby Weage to provide affidavit form to Earl Hartman for his execution.

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

Debby Weage included extension information on dog DNA testing to addressing homeowners' failure to clean up after their pets in the Board package. Discussion ensued regarding statutory fining provisions and any Fining Committee must be composed of non-board members and persons unrelated to the Board. After extensive discussion, the Board decided to take no action at this time.

Deed restriction enforcement procedures were discussed. Proposed policy was provided by Debby Weage. Earl Hartman presented a revised procedure for the consideration of the Board.

Discussion ensued. Board members are to review the proposed policy which will be addressed at the February Board meeting.

There were no Architectural Review applications for consideration.

Debby Weage asked whether the homeowner who painted their home grey had submitted a revised application. They had not according to Yvette Edmunds. Yvette Edmunds reported on exterior change (lanai) at 139 Wall Street. Debby Weage to contact the homeowner to request an application for approval.

Issue of the swale was addressed. Earl Hartman reported on work completed to date by Envisors. The engineering/surveying firm is recommending approaching SWFWMD about modifying the design based on current conditions being significantly different than the original design and the functionality of the existing swale. Earl Hartman indicated he wants to meet with SWFWMD and the engineer to discuss a compromise. Richard Harrison expressed concern that the work done during development never met the design and SWFWMD's intent to have the Association now correct the original shortcomings of the work. Earl Hartman presented a proposal for a revised design at a cost of \$3,590. Richard Harrison moved to authorize the additional work conditioned upon SWFWMD's agreement with a revised design. Earl Hartman seconded. The motion carried unanimously.

Earl Hartman presented proposals for expansion of the common area irrigation system along Ronald Reagan. The Board also discussed a possible water source from an adjacent homeowner for irrigation of the picnic area. The Board agreed to put the both projects on hold due to unanticipated costs related to SWFWMD.

Complaint from Mr. Templeton about dead tree in common area (Tract D) was discussed. Earl Hartman and Richard Harrison indicated they had been unable to locate the tree(s) in question and they wanted to meet with Mr. Templeton.

Issue of uneven/broken sidewalks was addressed. At the November 2013 meeting Earl Hartman and Richard Harrison indicated they would do a survey to identify problem areas in front of individual homes. Mr. Hartman and Mr. Harrison agreed to follow-up on the inspection and then the problem areas are to be reported to Polk County for repair.

Earl Hartman indicated the video surveillance system is operational and he will be checking on dog issues.

Earl Hartman reported holiday decorations were installed and removed after the holidays.

The annual meeting was set for February 11, 2014 at 622 Pinewood.

There being no further business to come before the Board, Earl Hartman moved to adjourn. Richard Harrison seconded and the meeting adjourned at 8:45 p.m.

Respectfully submitted, Debby Weage, LCAM, Association Manager

# PINEWOOD HOMEOWNERS ASSOCIATION, INC. Board of Directors Meeting February 11, 2014 622 Pinewood Drive, Davenport, FL 33896

#### **MINUTES**

A quorum was present with the following members in attendance: Earl Hartman Yvette Edmonds Richard Harrison

Others in attendance in person were: Debby Weage, Manager, Sentry Management Derek Morgan, District Manager, Sentry Management Homeowners who attended 2014 Annual Meeting

The meeting was called to order at 7:41 p.m.

The meeting notice was mailed with the notice of Annual Meeting, notice was posted at the community entrance and Board packets were hand delivered to Board members.

Yvette Edmonds presented certificate of completion of Board Certification Course.

Yvette Edmonds moved that the Board members retain their current officer positions. Richard Harrison seconded. The motion carried unanimously.

Yvette Edmonds moved to approve the minutes of the January 14, 2014 Board meeting. Richard Harrison seconded. The motion carried unanimously.

Minutes for January 22, 2014 workshop at SWFWMD were presented. Discussion ensued. Changes were requested. Debby Weage to make revisions and present revised minutes at the next Board meeting. Earl Hartman made a brief statement as to the pending issue with SWFWMD for the benefit of members who were in attendance.

Debby Weage reviewed the January 2014 financial report and the accounts receivable.

Earl Hartman indicated he would contact accounts 30070 and 001045 regarding assessments owed.

Yvette Edmonds indicated she had spoken with accounts 001035 and 001006, but the assessments have not been paid. Debby Weage requested authority to have intents to lien sent to the homeowners. Yvette Edmonds moved to authorize the ITL's on 1035 and 1006. Richard Harrison seconded. The motion carried unanimously.

Debby Weage to verify mailing address for account #1006.

Debby Weage requested authority to remove issue credit memos on 4 accounts where there is a small balance that is interest only. Earl Hartman moved to authorize waiver of interest where balance is below \$10. Richard Harrison seconded. The motion carried unanimously.

Debby Weage advised the 2013 year-end financial report from the CPA was received and copies were delivered to Board members. There were no issues raised by the CPA with regard to the financial records for the Association. Notice is being sent to all members that they may receive a copy of the report upon request. Richard Harrison suggested that the report be placed on the website.

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

Yvette Edmonds presented Architectural Review application from 129 Wall Avenue, which was approved after discussion.

Deed restriction enforcement procedures were discussed. Proposed policy as amended by Earl Hartman was discussed. Anthony Beck again suggested that the community create a committee to approach members about needed maintenance. Mr. and Mrs. Beck agreed to serve on the committee.

Earl Hartman read the contents of the first deed restriction enforcement notice.

Discussion was had regarding a fining committee. Debby Weage presented the Board members with copies of the Florida Statute provisions regarding fining. Although the Association's documents grant the Board the authority to issue fines, the Statutes supercede those provisions and prohibit Board members or those related to Board members from serving on a fining committee. Yvette Edmonds moved that the Association form a Fining Committee in accordance with the Florida Statutes and seek three (3) volunteers to serve on the committee, with the condition that committee members must be from different households (no multiple committee members from one household). Earl Hartman seconded. The motion carried unanimously.

Yvette Edmonds moved that the Association form a Fining Committee and seek three (3) volunteers to serve on the committee, with the condition that committee members must be from different households (no multiple committee members from one household). Earl Hartman seconded. The motion carried unanimously.

The Board agreed to revisit the deed restriction enforcement policy at the next meeting.

Debby Weage reported that she had forwarded the sidewalk inspection report prepared by Earl Hartman and Richard Harrison to Polk County for possible repairs by the County.

Complaint from Mr. Templeton about dead tree in common area (Tract D) was discussed. Earl Hartman and Richard Harrison indicated they had been unable to locate the tree(s) in question and they wanted to meet with Mr. Templeton.

Pending issue with SWFWMD was discussed extensively. Discussion was had as to how the Board intends to handle the negotiations with SWFWMD. At this time, Envisors is preparing a preliminary design for review by SWFWMD and then it will do the final design and help the

Association solicit bids from contractors for the proposed work. Concern was expressed about potential related damage (i.e. irrigation systems, sod, etc.) and impact on cost of the work. SWFWMD has been unable to present a copy of the "as built" plans, specifically plans signed off after build and/or documentation of inspection to confirm built according to plan.

The next meeting was set for April 1, 2014 at 622 Pinewood.

Yvette Edmonds reported on her experience with the Board Certification Course, and expressed appreciation for the work by and knowledge of Debby Weage and Sentry Management. Debby Weage expressed her appreciation for the kind words.

There being no further business to come before the Board, Earl Hartman moved to adjourn. Yvette Edmonds seconded and the meeting adjourned at 9:17 p.m.

Respectfully submitted, Debby Weage, LCAM, Association Manager

# PINEWOOD HOMEOWNERS ASSOCIATION, INC. Board of Directors Meeting April 1, 2014 622 Pinewood Drive, Davenport, FL 33896

#### **MINUTES**

A quorum was present with the following members in attendance: Earl Hartman Yvette Edmonds Richard Harrison (by Skype)

Others in attendance in person were: Debby Weage, Manager, Sentry Management Hazel Buck Keith Templeton

The meeting was called to order at 6:06 p.m.

The meeting notice was posted at least 48 hours prior to the meeting and Board packets were hand delivered or e-mailed to Board members.

Earl Hartman moved to approve the minutes of the January 22, 2014 Board meeting with the SWFWMD. Richard Harrison seconded. The motion carried unanimously.

Minutes for the February 11, 2014 were presented. Earl Hartman requested that the attendees at the February 11, 2014 Board meeting held after the Annual Meeting include the names of the attending members, and duplicate reference on page 2 regarding action creating the Fining Committee be deleted. Earl Hartman moved to approve with those changes. Yvette Edmonds seconded. The motion carried unanimously.

To be added to 2/11/14 meeting minutes: Attendees at the February 11, 2014 Board Meeting were: Anthony Beck, Phillip Lawrence, Jerald Pierce

Debby Weage reviewed the February 2014 financial report and the accounts receivable.

The Board has opted to not obtain property insurance. Debby Weage indicated that if property insurance is not maintained, Sentry Management requires a waiver be executed by the Board. Earl Hartman moved to continue practice of no property insurance and that the waiver be executed. Yvette Edmonds seconded. The motion carried unanimously.

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

Yvette Edmonds executed original Architectural Review application from 132 Pinewood Dr., which was approved between meetings. Application from 123 Pinewood Court was processed between meetings.

Deed restriction enforcement procedures were discussed. Letters currently being sent were included in the Board package and the Board members did not wish to make any changes at this time. Proposed policy as amended by Earl Hartman was discussed. The issue was deferred to the next Board meeting. Earl Hartman inquired about "self-help" action by the Association to perform needed maintenance and charge the homeowner. Debby Weage indicated you have to give notice of intent to do so, but counsel that handle HOA legal work recommend you not take self-help action without prior Court approval, especially if the home is occupied. Earl Hartman indicated he had gone through the community with Anthony Beck, who has suggested homeowners be approached personally about needed maintenance in an effort to encourage compliance.

There was no change on the SWFWMD issue.

Debby Weage to contact Polk County again about their doing sidewalk repairs within the community. Debby Weage reported she had e-mailed her contact about a week ago but had received no response. She will follow up. Earl Hartman reported that one section of sidewalk near the intersection of Ronald Reagan Blvd. and Pinewood Drive was repaired, but none of the other interior sidewalks were repaired.

Tree in Tract D behind Templeton property was discussed. Earl Hartman indicated he would go to the property to look at issue, send photos to Debby Weage who could then obtain prices for needed work.

Yvette Edmonds reported that homeowner at 129 Wall has volunteered to maintain the landscaping around the well pump to encourage health and growth. He has volunteered to treat and trim as needed.

The next meeting was set for June 3, 2014 at 704 Pinewood with Richard Harrison and Earl Hartman attending 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 6:58 p.m.

Respectfully submitted, Debby Weage, LCAM, Association Manager

# PINEWOOD HOMEOWNERS ASSOCIATION, INC. Board of Directors Meeting June 3, 2014 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: Debby Weage, Manager, Sentry Management

The meeting was called to order at 6:01 p.m.

The meeting notice was posted at least 48 hours prior to the meeting.

Earl Hartman moved to approve the minutes of the April 1, 2014 Board meeting. Yvette Edmonds seconded. The motion carried unanimously.

Debby Weage reviewed the May 2014 financial report and the accounts receivable.

Yvette Edmonds moved that an ITL be sent and lien placed on unit 030073 as the owner has purchased another home in the community and moved. Earl Hartman seconded. The motion carried unanimously.

Earl Hartman moved that small interest only balances be waived. Richard Harrison seconded. The motion carried unanimously.

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

D&O insurance has been renewed and liability insurance is in the works. A copy of the D&O policy was given to Yvette Edmonds.

Three (3) proposals for dropping 2 trees behind Templeton property were presented and discussed extensively Richard Harrison moved that no action be taken at this time and it will be addressed in the fall when all Board members and Mr. Templeton are in town. Yvette Edmonds seconded. The motion carried unanimously.

Replacement of damaged crown on wall was discussed. Debby Weage to obtain price from Royce Andrews and Sentry Maintenance for replacement of the crown. After replacement is complete, an electrician will be needed to reconnect light fixture and do repair at entrance. Earl Hartman moved to replace the crown. Yvette Edmonds seconded. The motion carried unanimously. Receipts for landscape improvements made by a resident were turned in but did not cover the full amount expended. Yvette Edmonds moved that reimbursement be sent to the homeowner for the expenses supported by the existing receipts. Earl Hartman seconded. The motion carried unanimously.

There was no action regarding SWFWMD.

Debby Weage has continued to pursue sidewalk repairs with Polk County but no commitment to do repairs inside the community has been received.

Duke Energy bills include small amount of sales tax on electricity used, which HOA's as not required to pay. Debby Weage had document signed by Vice-President and will send on to Duke Energy.

Homeowner cut down tree(s) and debris has been left in the right-of-way. Polk County will not pick up if not properly bundled, cut down. Yvette Edmonds indicated she would contact the homeowner(s).

Yvette Edmonds indicated that a homeowner reported someone had wanted to do interior inspection asserting they were representing the HOA. Yvette Edmonds indicated she would do further investigation and report to the Sheriff if appropriate.

Yvette Edmonds expressed dissatisfaction with condition of turf. Debby Weage to obtain prices to have turf in common area treated (fertilization/weed/pest control), with the picnic area treated only in the summer due to lack of irrigation. Richard Harrison indicated he would provide Yvette Edmonds with contact information on person who treats his lawn.

Yvette Edmonds reported on damage to the white vinyl fencing along Ronald Reagan by Royce Andrew's equipment. She will address with Mr. Andrews and will also ask about having mowing debris raked and having mowing height increased.

Earl Hartman presented preliminary design for overhang to be installed on rear of his home to provide better sun protection. He will submit a formal application once it has been designed and prices have been obtained.

The next meeting was set for August 5, 2014 at 704 Pinewood with Richard Harrison and Earl Hartman attending 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 6:51 p.m.

Respectfully submitted, Debby Weage, LCAM, Association Manager

# PINEWOOD HOMEOWNERS ASSOCIATION, INC. Board of Directors Meeting August 5, 2014 704 Pinewood Drive, Davenport, FL 33896

### **MINUTES**

A quorum was present with the following members in attendance: Earl Hartman (by speaker phone) Yvette Edmonds

Others in attendance in person were: Debby Weage, Manager, Sentry Management

The meeting was called to order at 6:01 p.m.

The meeting notice was posted at least 48 hours prior to the meeting.

Yvette Edmonds moved to approve the minutes of the June 3, 2014 Board meeting. Earl Hartman seconded. The motion carried unanimously.

Debby Weage reviewed the July 2014 financial report and the accounts receivable.

Proposal for year-end financial report and tax returns was presented. Earl Hartman moved to authorize. Yvette Edmonds seconded. The motion carried unanimously, and the engagement letter was executed by Yvette Edmonds as Vice-President.

Paperwork to request refund for sales tax on electricity was presented for signature. Yvette Edmonds signed as Vice-President.

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

Letter from homeowner Shadrake asking for extension on painting was presented. Yvette Edmonds moved to extend through January 2015. Earl Hartman seconded. The motion carried unanimously.

Royce Andrews does not have workers compensation and the President executed a waiver between Board meetings. Earl Hartman moved to ratify the execution of the waiver. Yvette Edmonds seconded. The motion carried unanimously.

Column crowns were ordered and Debby Weage delivered two (2) crowns to Yvette Edmonds. Royce Andrews is to install.

Letter from Polk County regarding water meter replacement was presented. The front entrance is still on an irrigation meter. The notice indicates that a change in pressure may result in higher water bills.

Proposals for turf treatment were presented. Yvette Edmonds reported on discussions she had with several contractors. Debby Weage reported on discussion with Falcon who recommended that weed treatments not be done, but to focus on insect control. The turf is bahia and there is a question as to effectiveness of weed treatments as well as possible damage to the turf. Yvette Edmonds advised that Royce Andrews is cutting the grass higher and that seems to have helped. The Board agreed to revisit the question of treatments when all Board members are physically present.

ARB applications were reviewed.

Wheaton – application was finalized

Edmonds – application was finalized

Tellings – application came from tenant or manager; Yvette Edmonds indicated she would contact homeowner and then process

Debby Weage presented rough preliminary figures for 2015 assessment/budget for discussion. Suggestion was made to institute a capital contribution to be charged at each transfer. Debby Weage to confirm whether one is currently charged. Discussion was had as to preliminary figures.

Earl Hartman moved to have common area fence, benches and table(s) cleaned at park area. Yvette Edmonds seconded. Debby Weage to obtain price and advise Board before proceeding.

Yvette Edmonds indicated she will be cutting down 2 volunteer saplings on the common area before they become mature trees.

Issue of fence maintenance along Ronald Reagan and damage by lawn mowing equipment was addressed. Yvette Edmonds indicated corrections were made by Royce Andrews and area is acceptable at this time.

The next meeting was tentatively set for October 7, 2014 at 704 Pinewood at 6:00 p.m.

There being no further business to come before the Board, Yvette Edmonds moved to adjourn. Earl Hartman seconded and the meeting adjourned at 6:40 p.m.

Respectfully submitted, Debby Weage, LCAM, Association Manager

# PINEWOOD HOMEOWNERS ASSOCIATION, INC. Board of Directors Meeting October 7, 2014 704 Pinewood Drive, Davenport, FL 33896

### **MINUTES**

A quorum was present with the following members in attendance: Earl Hartman (by Skype and speaker phone) Richard Harrison (by Skype and speaker phone) Yvette Edmonds

Others in attendance in person were: Debby Weage, Manager, Sentry Management

The meeting was called to order at 6:11 p.m.

The meeting notice was posted at least 48 hours prior to the meeting.

Yvette Edmonds moved to approve the minutes of the August 5, 2014 Board meeting. Earl Hartman seconded. The motion carried unanimously.

Debby Weage reviewed the September 2014 financial report and the accounts receivable. Account 030057 has gone to foreclosure sale and a new owner is in place. Certificate of Title to be issued within the next few days, but purchaser has started work on repairs/maintenance. Earl Hartman indicated he would discuss outstanding balance with the owner/daughter of owner on account #001045 when he was next in town.

Proposal for budget for 2015 was addressed and discussed.

Earl Hartman moved for Debby Weage to contact the Association attorney to see whether the documents allow for transfer/initial contribution. Richard Harrison seconded. The motion carried unanimously. Debby Weage to check on fees charged by comparable communities.

Earl Hartman moved to adopt the proposed 2015 budget as presented. Yvette Edmonds seconded. The motion carried unanimously.

Proposal for cleaning of park fence, benches and tables were presented. Earl Hartman moved to authorize work by Royce Andrews at \$300. Yvette Edmonds seconded. The motion carried unanimously.

ARB applications were reviewed.

Lee – driveway extension

Lee – accent brick below band around front of home

Earl Hartman moved to approve both applications. Yvette Edmonds seconded. The motion carried unanimously.

Draft of letter to members regarding parking issues was presented and discussed. Changes were made and Yvette Edmonds to finalize the letter. Discussion was had regarding circulation. Debby Weage to contact COPS neighborhood disputes program, Code Enforcement and the Polk County Sheriff's Department about enforcement of parking so that emergency vehicles and the school buses can navigate through the community at all times. Letter to be sent at this time to the homes where the issue is most prevalent and then included with the 2015 budget package for all other homeowners.

Yvette Edmonds indicated she would be addressing dog issue with a resident

The next meeting was tentatively set for December 9, 2014 at 704 Pinewood at 6:00 p.m.

There being no further business to come before the Board, Earl Hartman moved to adjourn. Yvette Edmonds seconded and the meeting adjourned at 7:08 p.m.

Respectfully submitted, Debby Weage, LCAM, Association Manager

### PINEWOOD HOMEOWNERS ASSOCIATION, INC. Board of Directors Meeting December 9, 2014 622 Pinewood Drive, Davenport, FL 33896

### **MINUTES**

A quorum was present with the following members in attendance: Earl Hartman Richard Harrison Yvette Edmonds

Others in attendance in person were: Debby Weage, Manager, Sentry Management Sharon Hartman (joined the meeting in progress)

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

The meeting notice was posted at least 48 hours prior to the meeting.

Earl Hartman moved to approve the minutes of the October 7, 2014 Board meeting. Richard Harrison seconded. The motion carried unanimously.

Debby Weage reviewed the November 2014 financial report and the accounts receivable. Earl Hartman indicated he would discuss account balances with owners on accounts 30062, 30070 and 1035.

Debby Weage to check ownership on lot 20054.

Debby Weage presented her written Manager's Report and reviewed the Deed Restriction enforcement report.

Debby Weage to follow up on Wells Fargo property and cleanup of debris tossed into common area.

Debby Weage to try to obtain copy of death certificate on Daniel Cerda to update ownership information.

ARB applications were received as approved: 172 Pinewood - painting 129 Wall – painting

Discussion was had regarding complaint about tree on Tract D. Debby Weage to draft letter to homeowner who made complaint; in conservation area, appears will fall into the common area, determined no action needed. If homeowner desires to have cut down, he could drop into common area or top and drop into common area at his expense.

Discussion regarding deed restriction procedures and notices was deferred to the next meeting.

Issue of turf and shrub treatments was deferred to the December meeting. The Board members expressed desire to have shrubs, especially at main entrance, fertilized.

Open issue of updating paint color book was addressed. The issue to be readdressed at the January meeting.

Complaint was made regarding:

- 116 Cypress Landing home in need of cleaning, especially rear of home.
- Water moccasins
- Valentine vehicle not being moved
- Truck on Pinewood Court with fence parts not being moved

Old business:

- SWFWMD issue is pending; cost cited by engineer is over \$60,000 and there are insufficient funds to address; the Board agreed to await follow-up from SWFWMD. Mrs. Hartman joined the meeting during this discussion.
- Yvette Edmonds indicated she had spoken with the bus driver regarding access issues.
- Polk County continues to ignore requests regarding sidewalk repair. Debby Weage will address specific problems with homeowners

The next meeting was tentatively set for January 6, 2015 at 704 Pinewood at 6:00 p.m.

The Annual meeting was set for February 3, 2015 at 7:00 at 704 Pinewood.

The March meeting was set for March 3, 2015 – time and location to be determined.

There being no further business to come before the Board, Earl Hartman moved to adjourn. Yvette Edmonds seconded and the meeting adjourned at 6:59 p.m.

Respectfully submitted, Debby Weage, LCAM, Association Manager Adopted:\_\_\_\_\_

Issue of registered sex offender residing in community was discussed. Homeowners should be referred to the FDLE website if they want specific information but Association should not "publish" information.