

PINEWOOD HOMEOWNERS ASSOCIATION, INC.
Board of Directors Meeting
January 6, 2015
704 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
Hazel Buck and Keith Templeton – homeowners

The meeting was called to order at 6:01 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 December 9, 2014 Board meeting. Yvette Edmonds seconded. The motion carried unanimously.

Debby Weage was asked to produce a PDF of all 2014 minutes and the 2015 Budget and forward to Earl Hartman for posting on website.

The December 2014 financial report was not yet available.

Debby Weage and the Board members reviewed the Accounts Receivable. Earl Hartman had contacted three homeowners about the balances due. Two acknowledged the balance. Debby Weage to check on whether one homeowner is on the auto-pay program.

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

Three Architectural Review applications were processed and were approved.

Sidewalk maintenance was discussed. The County has been contacted about needed repairs and did one area, but Debby Weage has been unable to get any response by e-mail or phone as to the other areas of concern.

Debby Weage raised issue of cleaning additional common area sidewalks. Earl Hartman moved to have work done by Royce Andrews. Richard Harrison seconded. The motion carried unanimously.

Issue of the swale was addressed. No action has been noted since the last meeting.

Deed restriction enforcement procedures were discussed. Proposed policy was provided in the Board package. Discussion ensued. The Board agreed to hold a workshop and readdress at the February meeting.

Board members and Debby Weage to submit standards/qualifications for those who can serve on a Hearing Committee if one should be established.

Debby Weage was asked to:

- Obtain evaluation of shrubs along Ronald Reagan; whether some need to be replaced; and proposals for fertilization/disease control treatments.

Debby Weage to take the color book to the next Board meeting and indicated she would work on a second set.

Next meeting is the Annual members meeting. Discussion was had regarding suspension of voting rights to reduce the quorum requirements. The Board decided to take no action on that issue.

Complaint was made about dog excrement. Two properties were identified as residents with pets of concern. Debby Weage to contact them with a gentle reminder about cleaning up after their pets.

Yvette Edmonds asked about how to remove oil stain. Debby Weage indicated she was aware of a product that was apparently good for removing the oil stains and would try to get the name of the product and pass on to the Board.

Earl Hartman moved to authorize purchase of storage unit to be put inside the wall for storage of holiday decorations and other non-equipment items at a cost of \$400. Yvette Edmonds seconded. The motion carried unanimously.

Trees on Tract D were discussed. Mr. Templeton indicated someone had topped the trees and he had no other concerns about the trees at this time.

Debby Weage to obtain proposals for addressing moss in the trees along Ronald Reagan, whether physical removal or treatment.

There being no further business to come before the Board, Earl Hartman moved to adjourn. Yvette Edmonds seconded and the meeting adjourned at 6:53 p.m.

Respectfully submitted,
Debby Weage, LCAM, Association Manager

Adopted: 2/3/2015

**PINEWOOD COUNTRY ESTATES
HOMEOWNERS ASSOCIATION, INC.
ANNUAL MEMBERSHIP MEETING/ELECTION – MINUTES
At 704 Pinewood Drive, Davenport, Florida
February 3, 2015**

The membership meeting was called to order at 7:14 pm by Earl Hartman.

A quorum was established. Eighteen (18) homes were represented either by proxy or in person. The sign-in sheet is attached to the minutes and will be filed with the minutes.

All persons present introduced themselves.

Notice was mailed at least 15 days prior and posted in the community at least 48 hours prior.

President Hartman made a welcoming statement and reviewed the history of the community, ownership/lease/vacation rental percentages; projects that have been completed over the last several years and pending issues.

Motion was made by Richard Harrison to adopt the minutes of the 2014 Annual Membership/ Election meeting. Motion was seconded by Yvette Edmonds. The motion passed unanimously.

Old business was addressed:

- Tree trimming was discussed
- Enforcement procedures were discussed. The Board has continued to look at the notices and policies on deed restriction enforcement and will be addressing policies at the Board meeting to follow the membership meeting.

One Board position is up for election. The floor was opened for nominations. Earl Hartman nominated Yvette Edmonds. Anthony Beck seconded. There were no other nominations. Earl Hartman moved to close the nominations and to elect Yvette Edmonds by acclamation. Diane Renouf seconded. The motion carried unanimously and Yvette Edmonds was elected to the Board without opposition for a term of three (3) years.

There was no new business raised by the membership.

There being no further business to come before the membership, Earl Hartman declared the meeting adjourned at 7:34 p.m.

Respectfully Submitted:
Debby Weage, LCAM
Community Association Manager

Adopted: 2/16/16

**PINEWOOD COUNTRY ESTATES
HOMEOWNERS ASSOCIATION, INC.
BOARD MEETING
MINUTES**

**At 622 Pinewood Drive, Davenport, Florida
March 2, 2015**

The Board meeting was called to order at 6:04 pm by Earl Hartman.

A quorum was present with the following Board members in attendance:

Earl Hartman
Yvette Edmonds
Richard Harrison

Also present: Debby Weage, Manager, Sentry Management
 Stephanie Cossom
 Sharon Hartman

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 3, 2015 Board meeting with the addition of the names of the non-Board member homeowners in attendance being added. Yvette Edmonds seconded. The motion carried unanimously.

Debby Weage reviewed the January 2015 financial reports and the accounts receivable.

Debby Weage to verify a lien has been filed on the account #30074. Discussion ensued regarding legal representation on the mortgage foreclosure and bankruptcy matters. Earl Hartman moved to terminate the legal representation. Yvette Edmonds seconded. The motion carried unanimously.

Stephanie Cossom reported she had not yet received the new owner information or coupons. Debby Weage to pursue with Accounting.

Yvette Edmonds indicated she would contact the homeowner/resident 001035 about payment. The Board will readdress whether to pursue a lien at the next meeting.

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

Debby Weage presented copy of current insurance policy for the Board's review.

Proposed language for deed restriction enforcement policy was presented for consideration. Earl Hartman moved to adopt. Yvette Edmonds seconded. The motion carried unanimously.

One Architectural Review application was presented and has been denied.

Debby Weage reviewed the current outstanding deed restriction issues. Debby Weage to send follow-up on Shadrake on painting. New homeowner at 468 Pinewood indicated he would be hauling the debris away from the common area that Wells Fargo failed to remove.

Old business was then addressed.

Letter was sent by the President to SWFWMD regarding pending matters.

Suggested "observation" letter draft was presented by Earl Hartman for review.

Debby Weage reported she had contacted multiple landscape companies about the entrance plantings but only one proposal was received and it did not adequately address the Board's concerns. Debby Weage to solicit additional proposals looking at filling in gaps with viburnum.

The Board deferred action on the color book revisions.

Debby Weage reported she had contacted the County about the sidewalk repair request. Earl Hartman indicated he was contacted that afternoon by the County and some repairs are anticipated to be done by late April, 2015.

Parking issues continue and the County has indicated "no parking" signs are not available.

New Business

Inquiry was made as to road maintenance. Debby Weage to contact the County to request evaluation and possible resurfacing or resealing by the County.

Debby Weage to follow up on leaning mailbox with the USPS.

Report was made that a stop sign was knocked down but has been reinstalled.

The next meeting was set for Monday, May 11, 2015 at 6:00 p.m. at 704 Pinewood.

There being no further business to come before the Board, Earl Hartman moved to adjourn. Yvette Edmunds seconded and the meeting adjourned at 6:56 p.m.

Respectfully submitted,
Debby Weage, LCAM, Association Manager

Adopted: 9/8/2015

**PINEWOOD COUNTRY ESTATES
HOMEOWNERS ASSOCIATION, INC.
BOARD MEETING
MINUTES**

**At 704 Pinewood Drive, Davenport, Florida
September 8, 2015**

The Board meeting was called to order at 6:37 pm by Earl Hartman.

A quorum was present with the following Board members in attendance:

Earl Hartman
Yvette Edmonds

Also present: Debby Weage, Manager, Sentry Management
 Wayne Velasquez
 Cara Braswell
 Sharon Hartman (joined the meeting in progress)

The meeting notice was posted at the community entrance and Board packets were hand delivered to Board members. Notice included notice that the 2016 budget and assessments were to be addressed.

Earl Hartman moved to approve the minutes of the March 2, 2015 Board meeting. Yvette Edmonds seconded. The motion carried unanimously.

The Board stepped outside the agenda to address issues of concern to the residents in attendance. Ms. Braswell reported on traffic issues including speeding, running stop signs. Discussion ensued. Debby Weage to draft a proposed newsletter to the members reiterating traffic issues, including parking that impacts ability of buses and emergency vehicles to access the community.

Debby Weage to contact the owner at 151 Pinewood about statues in the yard.

Debby Weage to provide Yvette Edmonds with a summary of the contacts made with Polk County regarding parking, streets, post office boxes, etc.

Wayne Velasquez and Cara Braswell indicated they are willing to serve on a Pinewood fining committee. Ms. Braswell indicated that her husband, Blake, would also be willing to serve. Stephanie Cossom previously indicated a willingness to serve.

Debby Weage reviewed the August 2015 financial report.

Proposed engagement letter for 2015 year-end financial report and tax returns at a cost of \$800 was presented. Debby Weage recommended authorizing the work. Earl Hartman moved to authorize. Yvette Edmonds seconded. The motion carried unanimously. Cost increased \$25 over the 2014 price. Debby Weage was asked to inquire as to when the CPA anticipated he would again increase the yearly cost.

Debby Weage reviewed the Accounts Receivable. Earl Hartman moved to authorize ITL for accounts 001035, 040085, 030070 and 001006. Yvette Edmonds seconded. The motion carried unanimously.

Earl Hartman moved to not monitor the mortgage foreclosure on account 030073. Yvette Edmonds seconded. The motion carried unanimously.

Debby Weage presented proposed 2016 budget and assessment. Review was done of the proposed 2016 budget and discussion ensued. Earl Hartman moved to adopt the budget and assessment as proposed. Yvette Edmonds seconded. The motion carried unanimously.

Debby Weage presented information on Sentry APP.

Debby Weage presented information from Larsen & Associates on current legal fees.

Earl Hartman moved to waive the property insurance for the Association. Yvette Edmonds seconded. The motion carried unanimously.

Debby Weage reviewed Association policies and practices.

Old Business

Earl Hartman reported that no response has been received from the SWFWMD to the correspondence sent by the Association.

Debby Weage reviewed proposals obtained regarding landscaping, removal of moss, treatments, condition of ligustrum "trees", augmentation of hedge material along the fence, irrigation needs, etc. Several proposals were received but the proposals were wide ranging. Discussion ensued. The Board agreed to meet and develop a 5-year plan for improvements of the common area landscaping for discussion at the November meeting.

Changes to the color book were tabled to the November meeting. Yvette Edmonds indicated she wanted to add a gray color to the palette.

There was no **New Business** brought before the meeting.

The **Next Meeting** was scheduled for November 10, 2015 at 7:00 p.m. at 622 Pinewood.

There being no further business to come before the Board, the meeting adjourned at 8:00 p.m.

Respectfully submitted,
Debby Weage, LCAM, Association Manager

Adopted: 11/10/2015

**PINEWOOD COUNTRY ESTATES
HOMEOWNERS ASSOCIATION, INC.
BOARD MEETING
MINUTES**

**At 622 Pinewood Drive, Davenport, Florida
November 10, 2015**

The Board meeting was called to order at 7:00 pm by Earl Hartman.

A quorum was present with the following Board members in attendance:

Earl Hartman
Yvette Edmonds
Richard Harrison (by skype)

Also present: Debby Weage, Manager, Sentry Management
 Stephanie Cossom
 Charles Stewart
 Sharon Hartman

The meeting notice was posted at the community entrance and Board packets were e-mailed to all Board members and hand delivered to Earl Hartman and Yvette Edmonds.

Ongoing parking issues were discussed. Debby Weage reviewed steps the Association has taken. Representatives from Polk County were asked to attend but were not available. Debby Weage suggested letter to the District County Commissioner with copies to the Fire Department, Police, Traffic Engineering, School Transportation, etc. outlining issues, suggestion on restrictions on parking in the street on one side of Pinewood. Earl Hartman and Debby Weage to produce letter to be sent. Complaint was made about untagged vehicle on Cypress Landing. Discussion was had about not blocking sidewalks, and if you enforce that State law the additional impact it would have on parking in the street. Review of the Declaration and amendment was done. Amendment to Phase I Declaration allows the Board to establish rules and regulations. Notice has to be given of intent to establish rules and regulations before the Board can adopt any rule/regulation and then notice of adoption must be given to all members. Debby Weage to draft proposed rule/regulation.

Earl Hartman moved to adopt the September 8, 2015 Board meeting minutes. Yvette Edmonds seconded. The motion carried unanimously.

Debby Weage reviewed the October 2015 financial report.

Debby Weage reviewed the Accounts Receivable. Earl Hartman moved to have liens filed on 001035, 040085 and 001006. Yvette Edmonds seconded. The motion carried unanimously.

Debby Weage asked whether Intents to Lien can be sent to 4 accounts with balances in excess of \$200. The Board indicated it would re-address those accounts at the December meeting.

Debby Weage presented her written manager's report.

Yvette Edmonds reported on recent Architectural Review actions.

Debby Weage presented current enforcement report. Discussion ensued about enforcement options.

Earl Hartman moved to appoint Cara Braswell, Stephanie Cossom and Wayne Velasquez to the Fining Committee. Yvette Edmonds seconded. The motion carried unanimously. Debby Weage to notify the members of the committee and confirm their willingness to serve.

Report was made of oil stain on Pinewood Drive.

Richard Harrison terminated his Skype connection due to the lateness of the hour.

Notice to be sent to all members of the establishment of a Fining Committee. Debby Weage to include in the coupon/budget mailing.

Old & New Business

Earl Hartman reported that no response has been received from the SWFWMD to the correspondence sent by the Association.

Debby Weage to research and advise as to the last time the vinyl fence was cleaned and the amount charged for the work.

Yvette Edmonds asked about best time to do sodding. Since we are coming into "winter" months, would depend on when cold snaps hit.

Yvette Edmonds asked about the management contract and termination requirements. Debby Weage indicated the initial contract was February 2003 and 60-days termination notice is required.

The **Next Meeting** was scheduled for December 8, 2015 at 7:00 p.m. at 622 Pinewood.

Discussion was held about potential conflicts of interest between member(s) of the Hearing Committee and a neighbor that is cited for violations.

There being no further business to come before the Board, Earl Hartman moved to adjourn. Yvette Edmonds seconded. The motion carried unanimously and the meeting adjourned at 8:16 p.m.

Respectfully submitted,
Debby Weage, LCAM, Association Manager

Adopted: 12/8/2015

**PINEWOOD COUNTRY ESTATES
HOMEOWNERS ASSOCIATION, INC.
BOARD MEETING
MINUTES**

**At 622 Pinewood Drive, Davenport, Florida
December 8, 2015**

The Board meeting was called to order at 7:00 pm by Earl Hartman.

A quorum was present with the following Board members in attendance:

Earl Hartman
Yvette Edmonds

Also present:

Debby Weage, Manager, Sentry Management
Randy Miller, District Manager, Sentry Management
(joined meeting in progress)
Stephanie Cossom
Sharon Hartman
Tanya Tellings
Amy Gregory, Polk County Traffic Engineering
Jay Jarvis, Polk County Transportation Division
Ronald Brackley, Polk County Deputy Sheriff
Lt. CM Baldwin, Polk County Sheriff's Department

The meeting notice was posted at the community entrance at least 48 hours prior to the meeting and Board packets were e-mailed to all Board members and hand delivered to Earl Hartman and Yvette Edmonds.

Extensive discussion ensued regarding ongoing parking issues were discussed and possible ways to correct.

- Suggestion was made about a gate being installed, which would involve the Association assuming responsibility for the road maintenance.
- Suggestion was made for off-duty officers to do traffic enforcement.
- Discussion was had regarding issues the Sheriff's Department can handle through law enforcement (traffic laws) and those that are civil matters and must be handled by the Association (deed restriction enforcement). Randy Miller joined the meeting during this discussion.
- Both the Sheriff's Department personnel and management discouraged door-to-door enforcement of the parking issues by Association Board members, expressing concern about safety.
- Yvette Edmonds emphasized concern about buses no longer picking up the special needs children at their homes because they buses cannot travel within the community due to parking problems.

Jay Jarvis requested that the list of sidewalk concerns previously sent to the County be sent directly to him.

At the conclusion of this discussion, the Sheriff's Department and Transportation/Traffic Division personnel left the meeting.

Yvette Edmonds moved that the Association hire off-duty officers for 2 – 4-hour shifts over a two-week period to do warnings about traffic violations. Earl Hartman seconded. The motion carried unanimously. Debby Weage to coordinate with the Sheriff's Department. Cost is \$25/hour for the off-duty officer; \$2/hour for Sheriff's Administrative fee and \$2/hour for vehicle use.

Earl Hartman moved to table the minutes of the November 10, 2015 meeting as some changes are needed, and to re-address at the January 2016 meeting. Yvette Edmonds seconded. The motion carried unanimously.

Debby Weage reviewed the November 2015 financial report.

Debby Weage reviewed the Accounts Receivable. Yvette Edmonds moved to have intent to lien letters sent on accounts 020055, 001045 and 020050. Earl Hartman seconded. The motion carried unanimously.

Debby Weage presented her written manager's report.

Debby Weage reported the last time the fence was cleaned was 2013 at a cost of \$500. Royce Andrews will do for same price. Earl Hartman moved to authorize the cleaning of the fencing. Yvette Edmonds seconded. The motion carried unanimously.

Debby Weage reported that Mr. Velasquez and Ms. Cossom are willing to serve on the Hearing Committee, but no response was received from Ms. Braswell. Earl Hartman indicated he would speak with Ms. Braswell.

Debby Weage followed up on tree from conservation area that fell behind home on Pinewood. Insurance agent has been notified, insurance agent indicated it was an "Act of God" and not covered by HOA policy and homeowner needs to make claim against their policy; and the owner has been advised to contact her insurance company and was given the name and number of the HOA insurance agent.

Discussion was had regarding possible amendment of the Association documents to impose additional parking restrictions. Declaration can be amended if 2/3 of the members are at a meeting at which amendment is addressed and majority approves.

The Board scheduled the next 2 meetings:

- January 12, 2016 at 7:00 at 622 Pinewood
- February 9, 2016 – annual and board meeting, location to be determined.

Old & New Business

Debby Weage reported on information sent to President Earl Hartman as to other attorneys in the area that do a lot of homeowner association work.

Yvette Edmonds reported she had no Architectural Review applications.

Earl Hartman asked about establishing the amounts of fines and whether will be an ongoing fine (until corrected or maximum fine is reached). He will consult with other associations, other Board members and make recommendations at the January meeting.

Earl Hartman reported no response from SWFWMD.

The Board will meet after Richard Harrison is in town to discuss long-range landscape plans and color book changes.

Debby Weage to send list of sidewalk problems to County representative.

Discussion was had regarding dissatisfaction with community: the community is going "downhill". Discussion was had regarding issues of concern. Discussion was had regarding self-help when notices are sent and the homeowner still refuses to comply with the restrictions. Earl Hartman moved that he will work with Debby Weage to identify properties where self-help should be utilized. Yvette Edmonds seconded. The motion carried unanimously.

Debby Weage to address with County re: possible street cleaning where oil spill occurred.

There being no further business to come before the Board, Earl Hartman moved to adjourn. Yvette Edmonds seconded. The motion carried unanimously and the meeting adjourned at 9:45 p.m.

Respectfully submitted,
Debby Weage, LCAM, Association Manager

Adopted: 1/12/16