

Tampa Palms North Owners' Associates
Board of Directors Organizational Meeting Minutes
January 13, 2015
Board Members

Craig Parrino – President – Present	Kevin Dunbar – Vice President - Present
Maureen Meyering – Secretary – Present	Renynold Gosselin – Treasurer – Present
Gar Urette – Director at Large – Present	Carol Richardson – Director at Large - Present
Dave Rathbun – Director at Large – Not Preset	Deborah Paul – Condominium Associates - Present

1. Call to Order – meeting called to order at 6:55pm.

Meeting called to order at 6:55pm. All present except Dave Rathbun, quorum present.

2. Proof of notice of the meeting – Yes, posted in Club and at entrance.

3. Determination of a Quorum – yes, all present except Dave Rathbun.

4. Disposal of unapproved past meeting minutes – Gar motioned for approval, Kevin seconded. Motion carried.

5. Appoint Officer Positions – Gar motioned for Maureen Meyering to be President of TPNOA. Craig seconded, motion carried.

Craig motioned for Kevin to remain Vice President of TPNOA. Gar seconded, motion carried. Craig motioned Renynold remain Treasurer of TPNOA. Gar seconded, motion carried. Maureen motioned for Carol to become Secretary of TPNOA. Craig seconded, Motion carried.

6. Manager's Report

I. Financials

Total funds TPNOA \$369,233 (\$93,530 BB&T operating acct., \$175,405 BB&T reserve account, \$100,298 Popular Community reserve acct). The association is \$67,758.95 under budget.

II. Administrative

A. Collections – status report on 4 accounts:

16310 Royal Park Ct – Lien filed 11/25/2014 – Entire acct paid in full (\$7,169)

16308 Turnbridge Ct – Lien filed 11/25/2014 – Owner stated proposal will be forthcoming to bring account current.

17326 Emerald Chase – Owner was notified of possible lien. Lien not filed yet. Board asked for lien to be filed.

16336 Heathrow Dr. – Whitburn LLC is Owner. Lien not filed yet. Board asked for Lien to be filed.

5138 Mayfair Park Ct – Not on Manager Report but Board asked Manager to review notes from last meeting on payment schedule.

B. One Email broad cast sent out.

C. Breakfast with Santa – Party was held December 13 with good turnout. Member sign up with fee charged for guests.

D. Clubhouse Suspension – Renters at Mayfair who were just reinstated were suspended again for not following rules.

E. Rules and Regulations – Manager would like to propose change to tennis court use requiring a reservation and sign in with guest fee. Board suggested we review club rules and regulations and abide by those. Deby brought up party that was at club that was unruly and suggested a security guard be brought on for larger groups. Board suggested we send a letter to party that behavior was inappropriate. We also discussed having more supervision on the weekend other than the front desk attendant. The salary budget for 2015 set aside money for a weekend Manager.

F. Annual Club Vendor Contracts – Assistant Manager has completed review of current vendor contracts with the Club. Maureen will meet with Deby to review.

G. Hoover Pump Contract – Annual contract for maintenance is \$2,290. Craig signed written report.

H. Association Insurance – Insurance increased from \$21,446.85 to \$23,612.34. Maureen will meet with Manager and Insurance Agent to review our policy and have ready for next meeting.

I. Credit Card Approval – Craig motioned to increase credit card limit of \$3000 up to \$5000. Kevin seconded motion. Motion carried.

III. Property Maintenance

A. Landscaping – Palm trees trimmed mid-November for \$21,808 for TPNOA and \$2,760 for the Club. Annual rotation cost: \$11,700. Mulch installation is scheduled for February, Board suggested it be done in late November or early December. A large irrigation

repair was made on the boulevard in December. The living wall is scheduled to be removed and power washed. The Club front is in need of palms and plant replacement.

- B. Ponds – The manager received quote to removed plants to an inch above water line at Red Lobster pond. Cost was \$4,995. **Gar recommended we get quote to dig out because growth would be hard to control just cutting back. Also get quote for pond by post office. It would be best to be done is spring.**
- C. Maintenance Ponds – items repaired or scheduled for repair
Painted exterior flooring of the club, cleaned signs. Men’s sauna is tripping, **Board suggested Manager out service call into A&H because they repaired recently.** The pool motor and spa filter cartridge were replaced. Thermostat on hot water heater was replaced. Installed new battery backup for security system. Clubhouse roof was cleaned. Holiday decorations need to be upgraded. New bean bag chairs were purchased and chalk boards being resurfaced. New toy supplies needed.
- D. Fitness Center – Manager proposed replacing and adding gym equipment at cost of \$29,913.14. **Craig motioned club committee meet to discuss changes to equipment and get back to Board with recommendation. Kevin seconded motion. Motion carried.**
- E. Security Front Desk Monitor – A&H Security quoted \$1,793 plus labor to replace older computer system. **Maureen motioned for approval, Craig seconded. Motion carried.**
- F. Sidewalk Cleaning – **Renynold motioned for approval for K&J Pressure Cleaning to clean all sidewalk for cost of \$11,082.15. Carol seconded motion. Motion carried.**
- G. Gym Windows- Board voted against installing gym windows with film. The energy audit was done. Many items were not worthy of implementing. **Craig did note that ceiling insulation should be looked at. We also should look into installing programmable thermostats. The air condition units should be serviced with the insulation lines checked.**
- H. Landscape Contract – Manager is currently bidding on contracts. Austin is currently month to month.
- I. Areas of Ownership – County appraiser website shows areas in Tampa Palms owned by individual associations. The Board will consider the transfer of property to TPNOA if individual associations present to TPNOA.

7. Unfinished Business

- i. Gym Window Film – see G in Manager’s Report

8. New Business

- i. Gym Update Request – **Maureen and Kevin will meet with Club Committee to recommend updates to gym for next meeting.**
- ii Oxford Directional Signage- **Renynold motioned for approval to add Oxford Place to way finding sign. Gar seconded. Motion carried.**
- iii. Landscaping-**Board asked Deby to schedule with Austin weed treatment and fertilization by the end of February.**
- iv. Toro Contract –okay
- v. Refinancing with PAB – **Renynold is reviewing options with Popular Community Bank to refinance club loan.** Renynold will be working with the bank to refinance our current loan for Club Tampa Palms. The proposal offers a 15 year term at 6.15% and a 20 year term at 6.65%. The board is leaning toward the 6.15%, 15 year term loan. The savings could be \$1,500 - \$1,800 monthly over the life of the loan.
- vi. Insurance Renewal – **Maureen and Manager, Deby, will meet with Insurance Agent to review policy.**
- vii. Attic Access –
- viii. Club Rules and Regulations – Security –
- ix. Red Lobster Pond Maintenance – See Manager report above
- x. Bank Resolution Signatures
- xi. Credit Card Approval – See Manager report above
- xii. Approval for Computer Replacement – see Manager report above
- xiii. Any other business the Board deems necessary –
 - a. Owners in community would like to propose a mural painted by local high school art class be done on the fence at the field on Cypress Reserve. **Board stated they would need to submit proposal to ADMC.**

9. Adjournment - Meeting adjourned at 8:19pm. Next board meeting scheduled for March 30 at 6:00pm.