

GLEN OAKS MANOR HOMEOWNER'S ASSOCIATION, INC
BOARD OF DIRECTORS MEETING – JANUARY 23, 2012
LOCATION: FAITH PRESBYTERIAN CHURCH
APPROVED

CALL TO ORDER: The Board of Directors meeting was called to order by Janet Stockwell, President, at 4:35 p.m. Nancy Dillard, Secretary, confirmed that proper notice had been posted and a quorum was established with the following Board members in attendance:

Janet Stockwell, Mike Fortier, Nancy Dillard, Bob Bouchard, Steve Levine, Mike Roberts and Bill Byers. Also present was Tracy Hecht, Casey Condominium Management (CCM).

Homeowners present were: Burt Gloor - Villa 153, Bob Littlefield - Villa 17, Charles Gott - Villa 48, Jim and Anna Mae Duke - Villa 95, Alan and Susan Hopkins - Villa 61, Gloria and Dick Lowe - Villa 168, Al and Rosalee Bottner - Villa 141.

APPROVAL OF MINUTES: A copy of the minutes of the Board of Directors meeting of December 19, 2011 was distributed. **A motion was made by Nancy Dillard to waive the reading of the minutes and to approve them as presented. Steve Levine seconded the motion and all approved by voting aye.**

MANAGEMENT REPORT:
No report at this time.

PRESIDENT'S REPORT: Janet Stockwell reported that the owner of villa 3950 had contacted her as the Association representative. The Association attorney has advised the Association on how to negotiate outstanding accounts receivable for owners in a short sale process. **Bill Byers made a motion not to approve the offer of \$2000 as settlement on this account and to demand the \$6683.28 in past due assessments that is outstanding. Mike Roberts seconded that motion and all approved by voting aye.** This information will be referred to the attorney to handle going forward.

Janet Stockwell noted that the required posting for the Annual Meeting had been made.

Janet Stockwell was in receipt of information regarding the Citizen's Academy and made the material available to anyone who was interested.

Janet Stockwell reported that the storage facility will have changes in the contract, including insurance coverage limited to \$2500. The Association currently has the inventory of light fixtures in the storage area which is in excess of \$2500. The Association will have Casey Management further research the contract with the storage facility, including electronic invoicing, electronic payment, and the availability of additional insurance.

Janet Stockwell reported that the City of Sarasota sent a fraud alert regarding a group of solicitors going through neighborhoods purportedly collecting donations for the military. Please notify the police if these individuals come to your door. Please do not answer the door for solicitors. This information will be posted on the Association website and in the next edition of the Newsletter.

Janet Stockwell reminded all the board members to have their annual reports for the annual meeting. All board members confirmed that they wanted to make remarks. Janet reviewed the order of the annual meeting and listed the members of the Nominating and Compliance Committees.

VICE PRESIDENT'S REPORT: No report at this time.

SECRETARY'S REPORT: Nancy Dillard reported that the directories were distributed. There are two indexes in the back that can be cross-referenced for easy location of residents. The next directory will also include Casey Management contact information.

After much research of several models of voice recorders and software, it was determined that there is no product that can automatically transcribe audio files of meetings with multiple speakers to print. Therefore, a standard replacement will be purchased for the existing outdated recorder.

TREASURER'S REPORT: Bob Bouchard reported that as of December 31, 2011 the Association Assets were as follows: Operating Cash Account: \$56,427.33, including \$23,000 invested in CDARs. Reserve Cash Account: \$266,203.36, including \$35,000 invested in CDARs. The Operating Expenses indicate that through December 31, 2011, the Association is over budget in the amount of \$21,250.78. The cause for the overage is due to one-time expenses for landscaping restoration projects that have been completed, **but expenses throughout the entire year over an accrual basis.** Therefore this should even out by the end of the fiscal year.

ARCHITECTURE REVIEW COMMITTEE REPORT: Steve Levine reported that the construction of the front entry sign has begun. This sign will replicate the signs out front. It will have a stone border and the aluminum letters have been ordered.

Burt Gloor reported that he found a vendor with a limited supply of levers at a cost of \$21.30 per mechanism. After the discussion of the board it was determined that the repair of these mechanisms is the individual owner's responsibility for maintenance.

LANDSCAPE COMMITTEE REPORT: Mike Roberts reported that the Sarasota Garden Club has presented the Association with a Civic Beautification Award for landscaping at the Prudence entrance. The work that the Association was recognized for was while Gloria Lowe was the Landscape Chair. Mike Roberts wanted to thank Gloria Lowe for all her hard work.

Mike Roberts reported that a Queen Palm next to the lake has died and will be removed, but no replacement is necessary at this time.

Mike Roberts made a motion to approve the application for planting on common ground submitted by Villa 171 to place a staghorn fern in the front yard tree. Steve Levine seconded the motion and all approved by voting aye.

Mike Roberts made a motion to approve the application for removal of a hedge and split rail fence at Villa 118 and replace it with an aboricola hedge. Steve Levine seconded the motion and all approved by voting aye.

MAINTENANCE COMMITTEE REPORT: Bill Byers reported that he received bids for concrete/ asphalt work to take care of the drainage issues on three streets that was discussed last month. **Bill Byers made a motion to approve the bid in the amount of \$2046.00 from G&S Concrete. Mike Fortier seconded the motion and all approved by voting aye.**

Bill Byers made a recommendation for the board to consider increasing the homeowner fees for the 2013-14 budget by \$4.00 per home per month and funding the reserves with that increase.

Bill Byers reported that a reserve study was performed in 2008. Bill also stated that he would recommend that another study be conducted in 2013 with the updated historical data that has been collected over the past several years.

OLD BUSINESS: No old business at this time.

NEW BUSINESS: Reminder that Newsletter articles are due to Edie Kaplan by COB February 29.

OWNER COMMENTS:

- Allen and Susan Hopkins, Villa 61 - Does anyone have a recommendation for how to get water stains off of your car windshield from the irrigation? Janet Stockwell suggested white vinegar and a microfiber cloth.
- Bob Littlefield, Villa 17 - Thank you to all the board members for their services.
- Charles Gott, Villa 48 - Reiterated the thank you to the board.

- Al Bottner, Villa 141 - When will the yards be raked? Mike Roberts replied that the yards are never raked as part of the landscaping contract. However, Valley Crest will blow the lawns and pick up leaves from the streets up to four times a season at \$1500/day. Valley Crest does not pick-up any owner-raked leaves during their regular mowing days. At this time, this work is scheduled for sometime after February 15, depending on when the leaves have fallen.

- Did enough candidates sign up to fill the board positions? Janet Stockwell replied, "No, we have 3 volunteers for the 4 positions".

NEXT MEETING DATE: The next meeting is scheduled for February 4, 2012 and is the Annual Meeting of the membership. The organizational board meeting will be immediately following the Annual Meeting. The site is Faith Presbyterian Church.

Next monthly meeting will be February 27, 2012 at Faith Presbyterian Church.

ADJOURNMENT: Upon a motion made by Bill Byers and seconded by Mike Roberts, the meeting was adjourned unanimously at 5:48 p.m.

Submitted by: Bridget Spence
Association Manager