

**GLEN OAKS MANOR HOMEOWNER'S ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING**  
**MARCH 26, 2018**  
**LOCATION: FAITH PRESBYTERIAN CHURCH**

**CALL TO ORDER:** President Janet Stockwell called the Board of Directors meeting to order at 4:00 PM. The following Board members were in attendance:

Janet Stockwell, Ken Abraham, Nancy Dillard, Dick Lowe, and Pat Richmond were present in person. Also present were Jeff Scheiwe and Bridget Spence from Casey Condominium Management (CCM).

Bridget Spence affirmed that the meeting had been duly noticed and that a quorum was present.

**OWNERS IN ATTENDANCE:** Bob Littlefield - Villa 17, Scotty Ledford - Villa 8, Edie Kaplan - Villa 104, Nelda Reinhart - Villa 175, Bill Geller - Villa 36, Robyn Stevenson - Villa 22, Bill Byers - Villa 6, Gloria Lowe - Villa 168, Judy Johnston - Villa 112 and Ethel Revels - Villa 94.

**OWNER COMMENTS:**

Bob Littlefield- Villa 17- The concrete work looks very good.

Scotty Ledford- Villa 8- Reported a broken sprinkler head.

Edie Kaplan- Villa 104- The driveways in general are in bad shape. It is good work is starting on a cycle, but those that have to wait years for the cycle need to be reviewed more frequently. The making of the tree signs is underway. Thank you to Burt Gloor for providing the wood.

Robin Stevenson - Villa 22- The concrete that was put in on her drive was done on a windy day and the leaves that blew around marred the driveway surface.

**APPROVAL OF MINUTES:** The Board of Directors had copies of the February 26, 2018 board meeting minutes.

A motion was made by Pat Richmond to waive the reading of the February 26, 2018 minutes and approve them as amended. Ken Abraham seconded the motion and all approved by voting aye.

**MANAGEMENT REPORT:**

Bridget Spence reported that compliance inspections continue. 32 compliance letters were sent to owners regarding villa maintenance. 9 parking violation letters were sent since the last meeting. We will be doing monthly inspections to review the maintenance of the villas. Please take a look at your home and see if there are areas where maintenance is needed.

Painting Cycle- The stucco work that was needed at two villas is in the final stage of permitting with the city. Upon receipt of the permit the work will commence. CPR will communicate with the two owners that are involved in this project prior to commencing work. Villa 9 has one wall that was missed behind their utility fence and that will be painted when the stucco work is completed.

**PRESIDENT'S REPORT:** Janet Stockwell reported that board members attended a training seminar. One of the items covered was the difference between emailing and board meetings, and what items can be communicated over email. The board cannot vote on items via email and must hold those items for the next board meeting.

Janet has contacted the city regarding the traffic light at 12<sup>th</sup> Street. A left turn signal cannot be installed at the light. A study was recently completed of all the intersections on the major thoroughfares, including Beneva Road. The study found that at this time the timing is correct given the traffic that is utilizing Beneva. However, Janet will contact them again and let them know that it takes 4 minutes or more for the light to change and then when it does there are times when not all cars can get through on one light.

Janet reminded all the board members that while they are volunteers, we must be courteous when speaking with owners.

**VICE PRESIDENT'S REPORT:** Ken Abraham reported that he reviewed the Estoppel Letter prepared by the attorney. On the estoppel there is a location to put notes from the association regarding that particular villa. After discussion on this item, it was determined to table this matter and discuss with the attorney at the upcoming meeting.

Ken has researched the compliance procedures. **Ken Abraham made a motion to allow an ad-hoc committee to be formed to review**

procedures and set up a protocol to handle compliance issues, Ken Abraham will be the board liaison on this committee. Dick Lowe seconded the motion and all approved by voting aye.

**SECRETARY'S REPORT:** No report at this time.

**TREASURER'S REPORT:**

Nancy Dillard presented a full treasurer report, which is available upon request. As of February 28, 2018 we have \$105,983.88 in the operating bank account and \$616,242.39 in the reserve bank accounts. We have a net income for the month of February 2018 in the amount of \$1,651.86 and a surplus year to date \$21,086.00. **Nancy Dillard made a motion to approve the treasurer's report. Pat Richmond seconded the motion and all approved by voting aye.** A full financial report is available upon request.

Nancy Dillard discussed the importance of understanding the budget and the reserves for the association. Bill Byers continues to maintain the reserve schedule and presents a report on a monthly basis to the board. Discussion was had regarding a board workshop to have a presentation of the budget and reserves. April 11, 2018 at 1 pm the board will meet at Casey Management for this presentation.

**MAINTENANCE COMMITTEE REPORT:**

Dick Lowe reported on the following items:

1. The maintenance committee is still exploring some possible solutions to repairing the Lake house. We are requesting quotations on installing rip-rap in front of the Lake house to help stabilize the bank and the structure. Jim Larkin found a main line leak in the irrigation that circles the lake which was causing erosion affecting the Lake house. Truscapes made the repair to this line. We hope to have quotes within the next couple of weeks for options for repairs.
2. Pavers- The maintenance committee was very upset that the current color was not approved by the board and that another color must be found. The pavers installed at Villa 13 about 6 months ago are getting darker. The committee would like to seal one of the driveway strips and compare it to the pavers that might be found. Janet did not approve this request which had already been

discussed at a previous board meeting. She stated that we did not want to start a process that would incur maintenance on a continuing basis. The committee is researching other 6x9 pavers. Research is being done on options for pavers in Ft. Myers. We anticipate bringing to the board this year a proposal to install all new pavers throughout the subdivision over a 5-year period.

3. Trademark Pavers has notified us that they realized a higher cost for diamond saw blades due to the tough concrete and rebar on the driveways. They have reevaluated and given us a new estimate to complete the next phase of our project. The cost will be \$14,233.90 annually or \$171.48 per line for 83 lines per year for a five year rotation.
4. The channel work (center street concrete) on Terrace 1 and Lane 1 will soon be completed. The committee would like to add Court 13 & GOM north for the channel repair being done by JC Procrete on the existing contract while they are here. **Dick Lowe made a motion to approve the additional work at a cost of \$594.00. Nancy Dillard seconded the motion and all approved by voting aye.**
5. Some asphalt work will be needed to complete these projects.
6. The two controllers for the gates were backordered causing our delay. Lights and controllers were installed last Monday. H&Y thinks the outbound delay may be caused by a faulty harness. The gate seems to be functioning as designed. We have a lot of positive remarks about the gate. The gates look very good at night.
7. There was discussion on adding some type of lighting to dark areas on GOM-S as requested at the annual meeting. The landscape and maintenance committees will be working together to review this request.
8. The driveways and sidewalk project is now underway. At this time there are no major hiccups. We did run into a major root problem at Villa 18 but a solution was developed. The weather projection altered JC Procrete program to open and close the same day. They will be in GOM through Thursday, March 22nd and then off Friday,

March 23rd and Monday, March 26<sup>th</sup>. They will resume Tuesday, March 27<sup>th</sup> and should finish everything else that needs to be done. Two other areas came up to be done as part of this project. **Dick Lowe made a motion to approve the sidewalk at Villa 5 in the amount of \$117.00 and the driveway at Villa 188 in the amount of \$552.00. Nancy Dillard seconded the motion and all approved by voting aye.**

#### **LANDSCAPE COMMITTEE REPORT:**

**Pat Richmond made a motion to approve the request by the owner of villa 36 to install two staghorn ferns, with the proper protection, in the oak tree out front. Nancy Dillard seconded the motion and all approved by voting aye.**

Pat discussed general items that owners need to remember. If you are having work done at your home, please keep all workers' vehicles off the lawns. The irrigation system is older and easily damaged by cars or trucks that drive over them. ALL plantings in front of the split rail fence need to be approved PRIOR to any work being done on those areas. Paperwork needs to be on file prior to the work beginning.

Pat Richmond discussed the possibilities of having town halls at the gazebos hosted by various board members to better communicate with owners.

Pat thanked Edie Kaplan for the work that she is doing on the tree signs around the community.

Pat discussed that she and Bridget did the full paint cycle inspection for replacement plantings. Truscapes is putting the bid together. **Pat Richmond made a motion to approve the plantings for the last paint cycle in an estimate not to exceed \$5,000.00 and to be taken from the 2017-2018 budget. Nancy Dillard seconded the motion and all approved by voting aye.**

#### **ARCHITECTURE COMMITTEE REPORT:**

The owner of Villa 66 presented a request for tile installation on the front porch. **Dick Lowe made a motion to approve the request as presented, with the reminder that there can be no trip hazard. Pat Richmond seconded the motion and all approved by voting aye.**

The owner of Villa 67 made a request for the installation of new windows. More information is needed on the request- will the owner be reinstalling the original shutters or purchasing new? This request was tabled until further information is available.

The owner of villa 117 presented a request to replace the roof. Nancy Dillard made a motion to approve the roof installation based on the proof that Eagle Tile Ponderosa will be used. Pat Richmond seconded the motion and all approved by voting aye.

#### **OLD BUSINESS:**

There was no old business discussed at this meeting.

#### **NEW BUSINESS:**

The nominating committee has been working to find volunteers to fill the open positions. Bill Geller stepped forward as someone that would be interested in being on the board. Janet Stockwell made a motion to accept Bill Geller as a board member and the Architectural Committee Chairperson. Dick Lowe seconded the motion and all approved by voting aye. Welcome to Bill Geller, we look forward to having you on the board.

Discussion was had about the recent amendment packages and how to proceed on voting on these items in the next year. Pat Richmond made a motion to form a rental amendment committee with Pat as the board liaison and Judy Johnston a member. Others may be added to the committee as the committee begins to research and meet. Nancy Dillard seconded the motion and all approved by voting aye.

#### **OWNER COMMENTS:**

Owner comments were taken throughout the meeting. No further comments were made at this time.

#### **NEXT MEETING DATE:**

The next board meeting will be April 11, 2018 at 1 pm at Casey Management and will be the budget and reserve review meeting. The next regular board meeting will be April 23, 2018 at 4:00 pm at Faith Presbyterian Church.

**ADJOURNMENT:** A motion was made by Ken Abraham and seconded by Dick Lowe to adjourn the meeting at 6:00 pm. All approved by voting aye.

Submitted by: Bridget Spence, Association Manager