

Huntington Homeowners Association of Pinellas County, Inc.

Board Meeting

Wednesday, August 3, 2022 at 5:00PM

Via Zoom

MINUTES

1. **Call to Order- Quorum verification** - The meeting was called to order at 5:05 PM by Susan Ulrey. Board members present were Sue Ulrey, Robin Zymroz, Nancy Kaplan, Gloria Woods, Brian Conlon, Rebecca Fink and Lisa Margarone joined later.

2. There was a discussion that the agenda needed to be provided to the board one week before the meeting. Sue Ulrey reviewed the policy for the meeting minutes.

3. **Consideration of minutes of previous meeting –**

Sue clarified the procedure for the minutes as follows

- a) Minutes are be provided to the board within one week of meeting by the management company within a week.
- b) The board then has a requirement to review them within a couple of weeks and provide the changes to the president and secretary or the designee.
- c) Then the president and secretary or designee then collate the changes and then submit the changes to the management company for final changes.

Nancy made a **MOTION** to approve the June minutes with minor changes. Robin **SECONDED** the motion. Rebecca opposed. All others were in favor. **MOTION PASSED.**

4. **Officer Reports**

1) President –

- (i) Susan stated that due to transparency, the board will be seeing more items on the agenda under both old and new business.
- (ii) There are new neighbors that have moved in opposite to Diane. Sue and Nancy met with the neighbors. Nancy brought cookies and Sue went over the easement areas and the owners' responsibilities.
- (iii) There have been some working groups that have been established. However, some of the working groups are still in need of members. The easement working group is one group that is still in need of additional members. It was discovered that the email blast that was sent out went into some of the resident's spam or junk mail folders. Sue and Jenny ewll be working to resolve this issue.

(iv) There was one homeowner very behind on the association dues and as of today the legal firm has received a check and this account is paid in full.

2) Treasurer –

- (i) In June there was an insurance reimbursement for a little over \$42,000.00 which has been deposited into the account and is to be used for the wall repairs.
- (ii) The tree trimming line item is a little over in June due to the removal of a tree.
- (iii) The overspending of the water line item in the budget does continue to be an issue. However, Nancy and Jim are working on resolving this issue. Nancy does request that no one touches the irrigation controls.
- (iv) In July there were line items added for the lighting project and that project is underway.

3) Management Report –

- (i) Report is attached.
- (ii) Sue mentioned that the president does have the authority to approve emergency items up to \$1,000.00 and repair items up to \$500.00. This authority can be delegated to the vice president

4) ARC Update –

- (i) The ARC committee is getting requests completed in approximately one week.
- (ii) The IT department has been asked to update the form on the website. Jenny will include Sue on follow up.

5. New Business

a) Guardhouse –

- i. Tom White originally sent a proposal for the repair at the guardhouse, but they are now unable to do the work due to a lack of labor.
- ii. The guardhouse repairs and pond tuckpointing have been requested by five different contractors. Jenny will include Sue on follow up.

b) Wall Update

- i. The wall along Green Springs is complete, but still needs painting.
- ii. The wall along Booth Road still needs repaired and it is with the legal department.
- iii. Nancy, Robin, Gloria and Steve Puskas are currently in the wall working group. Jenny was asked to reach out to Chuck Lynde to see if he would like to stay on the wall working group.
- iv. The wall working group was asked by the board to start collecting proposals based on the previously compiled priority list.

c) **Lighting Update** –

- i. Lightscares has provided a contract for the landscape lighting and will be installing the wall lighting when it is received, it has been signed and returned to them.
- ii. The deposit check for the work has been sent to Lightscares.
- iii. The landscape lighting is being provided as part of the Lightscares proposal.
- iv. The wall lighting will be provided by 1 Stop Lighting.
- v. The check for the wall has been sent to 1 Stop Lighting.
- vi. Gloria will be getting the wall lighting sent to her address to store until it gets installed.

d) **Common Area Maintenance Needs** – There are items missing from the list of maintenance items Jenny requested to receive proposals on from contractors that were mentioned earlier. Jenny will go back and find the original list that Gloria and Rebecca prepared and ask these vendors to add all items as one proposal.

e) **2419 Huntington Blvd Mulch Request** – Historically the homeowner at this property has had mulch installed by the association as this landscaping is directly at the front entrance. However, there has been legal advice that the association should not be paying for any work on unit owners lots. There needs to be additional discussion with the attorney regarding this issue. Sue made a **MOTION** to not approve the request to provide mulch until the association has their own legal position and the board is comfortable, they are not doing something untoward. Robin **SECONDED** the motion. All were in favor. **MOTION PASSED.**

f) **Hurricane Preparedness Plan** – Barb Stroh and Diane put together a package for not just hurricanes, but any emergency. The items that need addressed are as follows. Sue and Steve needs to train the rest of the board as to how to open the front gates in an emergency. A tree company needs to be secured in advance of an emergency to clear the streets of any debris. Someone besides Jim and Nancy need to be able to turn the irrigation off in the event of a storm. There is a question as to whether the pump at the fountain is self-priming. There is a question about getting plywood cut for the guardhouse windows, The gate off of Hampton cannot be opened except by the fire department. They would need to be contacted before a storm. The fire department will be meeting with Sue sometime in August to check the access and easement area for emergency vehicles. Robin made a **MOTION** to approve the initial version of the emergency plan and for the hurricane working group to work on the pre-emergency items that were brought up earlier. Nancy **SECONDED** the motion. All were in favor. **MOTION PASSED.**

g) **Landscape Proposal for Front Entrance** – Robin had requested a proposal from the landscaping company in February. The proposal has been provided to the board. Robin suggested that the board either approve the quote, or perhaps have a working group together that has expertise with landscaping and plantings to look at what they would recommend for the front entrance. There was discussion of the fact that this included areas down the wall and on the interior of the wall as well. Gloria brought up that

irrigation still needs repaired. Sue made a **MOTION** to dismiss this issue and when the board is ready, a group of people who can provide some subject matter expertise in this area and can put a plan together with what the board would want, and the board can manage and handle the issue at the right time with the right people and create the working group with the right people. Robin **SECONDED** the motion. All were in favor.

MOTION PASSED.

- h) **Financial Compliance and Reserve Analysis** – Nancy wanted to let the board know that if they have ideas or requests for the upcoming budget, to please reach out to her to let her know their thought processes on this. Jenny and Nancy have started working on the reserves and Nancy has received a proposal back already on paving. It is currently a work in process. As background information Sue explained that the association has reserves for each item and structure in the community. These items have a certain amount of life expectancy and a replacement cost. The association needs to be saving for the replacement cost of these items annually. There is an expectation that the reserves are analyzed periodically to ensure the amounts are sufficient, in order for the association to be fiscally responsible. Nancy has agreed to work with Jenny to see if the reserves are accurate. The plan is to make sure that this is done this year for the next year's treasurer will have accurate reserves.
- i) **Lot 48 Landscape Plan** - Rebecca spoke to one of the homeowners a couple of days ago and they said that they recently had an engineer out to see if a French drain or another solution would help with the drainage issues. The owners are waiting for the report from the engineer to be returned.
- j) **Collection Policy** - Brian made a **MOTION** that any account that is three months past due will go the attorney for collections. The treasurer will give the approval to the management company for the account to go to the attorney. Nancy **SECONDED** the motion. All were in favor. **MOTION PASSED.**
- k) **Gate Camera System** – There is currently no remote access. Jenny has an appointment to meet with Accurate Electronics on August 11th to review the system. There was discussion about the installation of the system and that Sue had seen the system accessed remotely in the past. Sue would like to meet with the vendor to ask questions about the system.

6. New Business

- a) **City of Safety Harbor Review of Easement for Safety** – There has been no movement as there has been a lack of volunteers for the easement working group. So there is nothing happening with this at this time.
- b) **ARC Term Limits** – There was discussion that there could be some people in the community interested in serving in the ARC committee. Putting in term limits on the ARC committee may allow more residents to be active in the community. However, if term limits were imposed it would make sense to have members come off the committee in a rotation to keep continuity. There was also discussion of expanding the ARC committee to five members. It was decided that the members of the ARC committee

could discuss staying a three-member committee or expanding to five members and come back to the board with a recommendation. The board will then discuss the term limits.

- c) **Irrigation Repairs** – Nancy made recommendation that Sue have the power to spend up to \$2,000.00 for irrigation repairs between now and the next board meeting as the overage on water is likely due to irrigation. Sue recommended that those repairs would come from the \$9,000.00 in reserves. Robin made a **MOTION** to allow repairs to happen, not to exceed \$2,000.00. Brian **SECONDED** the motion. All were in favor. **MOTION PASSED.**
- d) **Wall Pressure Washing** – Sue made a **MOTION** to approve the Tampa Bay Softwash and Pressure Cleaning proposal for \$475.00. Brian **SECONDED** the motion. All were in favor. **MOTION PASSED.**
- e) **Fountain – Tuckpoint Area** – Already discussed.
- f) **Review of Ameri-Tech Contract** – This has been provided to all board members. If there are questions, please let Sue know. It was discussed that all of the contracts be reviewed before the contracts renew. It was decided that the board would meet in September and meet at the Ameri-Tech. The board will email Jenny to decide the date.
- g) **Sidewalks in the Community** – Tabled. Need sidewalk working group.

7. **Open Forum** - Nothing at this time.

8. **Adjournment** – Meeting adjourned at 6:58 PM