

Huntington HOA of Pinellas
MINUTES OF THE BOARD OF DIRECTORS
March 19th, 2024

Call to Order

The meeting was called to order by HOA Vice President Gloria Woods at 6:01 PM.

Proof of Notice

Proof of Notice was confirmed.

Meeting Attendance - Quorum verified.

Vice President - Gloria Woods
Secretary - Nancy Caplan
Treasurer - Susan Ulrey
Director - Stephen Puskas [via Zoom]
Director - Barbara Stroh
Director - Richard Van Peer
Director - Robin Zymroz

Approval of the Minutes

Minutes for the February 20th, 2024 Board of Directors meeting were approved. Motion to approve by Sue Ulrey; seconded by Barb Stroh. Yea vote by all.

President's Report

Gloria asked the Directors to please reach out to her with any needs during Carol's absence. She reported that while the Board approved \$900 to fix an electric plug at last month's meeting, it should only be \$225 to replace it, including a cover.

Treasurer's Report

Sue met with the Ameri-tech financial group and went through all the HOA finances. Board discussed late fee's and will continue to enforce a \$25 late fee. Unfortunately we will not be able to go back and charge the late fees that we missed because of the notification expectations around doing so. Sue also discussed moving \$12,500 from guardhouse to wall reserve, combining the two contingency reserves and that one contains \$10,000 for sidewalks. Reserve pond needs to come out of contingency. The goal is to clean up all numbers so that we have a clear trail of expenses in our wall contingency, legal, postage, etc. So far \$51,730 has been collected toward our Special Assessment. There are 13 boxes from Sentry Management in Ameri-tech's storage that we are being charged \$25-\$40 a box monthly.

Action items: Jim Matika will provide the board at the next meeting with copies of the 3 letters that go to the homeowner when they are late with dues. Jim will start working on late fees being added to the coupon book for next December's mailing. Jim will follow up with an update and sending letters to homeowners that have not paid the Special Assessment by the April 1 deadline, giving until April 2nd to make sure all envelopes are received, opened and accounted for at the Ameri-tech office.

Sue Ulrey will follow up with Ameri-tech to ensure a separate wall account is created and all the reserve 'moves' are made. Sue will reach out to homeowners about special assessment to help them avoid late fees. Sue will go through the boxes and keep what we need and the remaining will be stored or scanned in the guard house to avoid these fees.

Manager's Report

Jim Matika reported that Lake Doctors was called to replace the fountain light in pond 3. They reported that we needed new pumps for all 3 ponds in the community. A reminder was sent to homeowners about the special assessment payment deadline, and it included a request for residents to share the contact information of any vendors they may know who may be interested in doing brick work. There was discussion about the email blasts being sent to the community residents. Some residents report not receiving them. They are being sent by Ameri-tech via INTUIT Mailchimp.

Action items: Jim will contact Lake Doctors to inform them that a loud grinding noise from pond 3 was reported by a homeowner that was not there prior to them fixing the light. Jim was asked to find the age of the pumps in each pond.

Jim will investigate why the chimp mail works for some residents but not all.

Robin offered to have Jim Zymroz calibrate the timing of the timing of the pond fountains and lights.

Open Forum for Homeowners - No homeowners in attendance.

Working Groups Update

a. ARC- 2410 Huntington Blvd - approved request for a deep well with stipulations that it not be visible from the street and that homeowner is responsible for keeping stains off all visual areas including but not limited to house, driveway, sidewalks, curbs, and street.

HOA Website is still not working properly for homeowners to submit electronic ARC requests. Temporary fix discussed to remove the option to upload forms direct to the website.

Action item: Jim Mateka will work with Ameri-tech IT to investigate why the website worked previously and why it is not working now.

b. Wall - Contract is fully executed. A lot of conversation was had about securing a Payment and Performance Bond. While we have the utmost confidence in Mott's Contracting, the decision was made to purchase the bond as added protection for our community from any unforeseen problems related to this \$300,000 investment. Motion to secure the Payment and Performance Bond not to exceed \$8,000 by Barb Stroh; Seconded by Nancy Caplan. Aye motion by all. Motion passed unanimously.

Gloria reported that the \$5000 grants offered by the City of Safety Harbor Grant will not be available until fall 2024. We will submit for the wall replacement project in the fall.

Brick by a Mile stands by their quote to tuck point the guard house and repair the curved wall near the corner of Enterprise and Green Springs. We received no other contractor names from the community outreach. Robin motioned to approve \$3000 for the brick repairs quoted by Brick by the Mile; seconded by Sue Ulrey. Aye by all. Motion passed unanimously.

Action items: Sue Ulrey will follow up with a notification to homeowners outlining the administrative fees for the Special Assessment, will follow up with each payment with a letter subject to administration fees and or conditions that the insurance company puts on us.

Gloria and Robin will continue to assist Mott's Contracting in preparing the necessary documents to secure a Performance and Payment Bond and permits.

c. Landscape - Barb has met with a couple of landscape companies, she and Gloria have walked the property and identified what needs to be done.

Action Items: Barb will be meeting with Southern Hospitality and more. Richard will meet Baker and a couple of other landscape companies he knows of. Robin will forward to Barb and Richard a proposal from Fieldstone Landscaping (now ~3 years old) and the comparison grid she used for easy review of all submitted proposals. Jim Mateka will review the references on the landscape companies used by Huntington Trace and other Ameritech properties and forward that information to Richard and Barb for consideration. Barb previously forwarded information on All Pro for Jim's review and feedback.

OLD BUSINESS

a. Landscape contract - WestCoast

Action Item: Barb will review the WestCoast Contract and have a conversation with them.

b. Sidewalks- Gloria continues to check on permits.

c. Non -Compliance Committee- Tabled until needed.

Action Item: Sue will put together a plan from the information she collected on this topic to store until needed.

d. WELCOMING COMMITTEE-

Jim Mateka provided the Board with a copy of the current Welcome Packet that is given to all new residents. Gloria will share it with Carol.

Action Item: Sue will update the packet and add the new electronic notice. Once complete, she will forward to Carol for final review.

NEW BUSINESS

a. INSURANCE UPDATE

Action Items: Jim will send Sue a copy of the current HOA Insurance document. Sue will provide the Board with a one-page comparison summary of what is in and what is out.

b. HURRICANE/EMERGENCY- Table to next meeting.

Action item: Steve will set up a date/time to do a walk around for interested Board members to learn how to open gates, etc.

c. SYSTEM FOR THE GATES

Gloria reported that our current gate monitoring system is approximately 24 years old [made in 2000].

Action Items: Gloria will start gathering ideas of what current gate technology systems offer, including warranties and ongoing maintenance/service contracts.

Sue will work with Ameri-tech to further purge unused/old vendor gate codes.

Jim will research and share with the Board of Directors what systems other Ameri-tech properties are using for their electronic gates.

Date of next Board of Directors meeting: Tuesday, May 21, 2024, at 6 PM

Meeting Adjourned. Motioned to adjourn by Nancy, seconded by Robin. Motion passed unanimously.