

Titusvillage Section One Protective Association, Inc.
Board of Directors Meeting
March 24, 2015

Minutes

Roll Call

Amy Williams, President/Director
Vivian Freeman, Secretary/Treasurer/Director
Neil Johnson, Director

Robert Payette, Vice President/Director, and Ricky Copeland, Director, were absent. Dennis Collins and Karen Collins, Community Association Managers, were present. Homeowners present were: Jack O'Neil, Kristina Bechtoldt, John Bonggren, and Beth Bonaccorso.

Call to Order – The meeting was held in the conference room at Collins Realty Group and was called to order by association president, Amy Williams, at 7:01 pm.

Minutes – Reading of the minutes from the previous meetings was waived. A motion to accept the minutes as presented was made, seconded, and unanimously carried.

Treasurer's Report

February Financial Report – Karen Collins noted that she had to see a CPA to see how to correct the odd entries from prior year. The cost was \$62.50. Balance Sheets for both Accrual Basis and Cash Basis were prepared. Since there is no 2015 Budget in place, there are no budget vs. actual comparison numbers.

A/R Aging Summary report was discussed. A lien has been filed on lot 55 that is good until 10/07/2018. Lot 43 is currently in bank foreclosure. Lot 42 is no longer in bank foreclosure and the association has filed a lien on the property that is good until 10/09/2019. It will cost the association \$600.00 to pursue foreclosure of their lien; in other words, spend \$600.00 to collect \$3,815.81. This process was discussed in detail – the association sues the owner for final judgement and forecloses on the lien, if no one else bids at the auction, the association takes title. The bank still holds the mortgage but the association does not pay it, then the bank forecloses on the mortgage. The bank foreclosure process can take a year or longer, so during that time, the association can rent the unit to regain the money it has been owed. A motion to pursue the lien foreclosure on lot 42 was made, seconded, and unanimously carried.

Correspondence – the board reviewed sent out letters to four owners: 1931 Dipol regarding the window air conditioner – the unit has been removed; 2298 Heritage is a new owner that the association had not been made aware of – he has paid; 1939 Dipol regarding a payment; 1913 Dipol a second letter regarding a hole in the roof.

Manager's Report – Information for this report is being discussed under Old and New Business.

Old Business:

2015 Budget – Management reworked the previously submitted budget to honor the board's promise to the homeowners that the fees for 2015 will not be increased. This was accomplished by using the cash carry over from 2014 to offset the management fee. Other line items in General Operations were funded based on 2014 expenses. Capital Expenses: There was no study done for the actual cost of the Road Repairs; however, one will be done for the 2016 budget. The Deferred Maintenance is a category for items that are less than \$10,000 to repair or replace. This budget will keep the assessment for 2015 at \$420 for the year. A motion to propose the budget submitted was made, seconded, and unanimously carried. The next board meeting will be the budget adoption meeting.

Neighborhood signs – Management met with A Sign Co. to design the signs. Two drawings were submitted: Sign 1 is \$420 with a white background with green and black lettering. Sign 2 is \$480 with yellow lettering on a green background and green lettering on a white background. The installation on both signs is \$150. Management recommends the sign be placed on the corner of Heritage and Park. The composition of the signs will withstand hurricane winds, the posts are 8 foot, with 2 feet in the ground. Mr. Payette requested, via Mrs. Williams, that the website be added. The consensus was in favor of Sign 2. Management will get back with A Sign Co. for the addition of the website. Placement of the sign will be determined at a later date.

Website – Management was concerned about owner personal info being on the website; letters to owners will be omitted moving forward. The financial reports should not be on the website because the site is not secure and anyone can view them. A motion to omit all financial reporting from the website was made, seconded, and unanimously carried. Only the Budget will be included in the website.

Street sign for Heritage Drive & Park Avenue – The City of Titusville will be placing the sign by the end of April.

New Business:

Schedule of meetings – Management prepared a schedule of dates for the rest of the year. Mrs. Williams will check with the YMCA for the Annual Meeting in September.

Banking – Management talked with Florida Community Bank about the CDs currently on deposit there. The only signature for these is the former treasurer who is no longer an owner. The CDs will be moved into a Money Market account so the association is more liquid with their funds. There is currently an introductory rate of .75 at BB&T, but if Florida Community's interest rate is better, the money will stay in that bank.

Landscaping Contracts – Management obtained three proposals for landscaping: New Life, the current landscaper – cost \$1,980 per month; JNS – cost \$2,165 per month; and DiPasquale's – cost \$2,000 per month. The board reviewed all three proposals. Dennis (management)

recommend DiPasquale's because this company is providing landscape services in other associations, has demonstrated quality work for a reasonable price, and has the man power to provide the expected level of service. DiPasquale's proposal was discussed in detail. Due to numerous complaints and dissatisfaction over an extended period of time about the service provided by the current landscaper, New Life Lawn Care, a motion was made, seconded, and unanimously carried to terminate the contract with New Life and award the contract to DiPasquale's Lawn Care. Management will send New Life their 30 day cancellation notice.

Other New Business:

Not all homes have sprinkler systems. When Massey does the pest control, the grass needs to be watered. In many cases this is not happening. Massey's schedule is on Thursday, which is the same day as New Life mows; this is not a good combination. Fire ants are out of control and there are mole crickets, so whatever Massey is doing is not working.

Plants and trees are touching the buildings. This is not a good because it causes bugs and traps moisture. Management proposes that a blanket statement about keeping plants and trees away from the buildings be included in the budget proposal communication.

Mr. Bonggren noted that his neighbor's fence is poor condition; the easiest fix would be to remove the fence, but then he would have to look at the yard. [Note: this is the same home that has a hold in the roof – 1913 Dipol.] Management noted that although the property appears to have been abandoned, it must still be maintained. Management also noted that if the owner continues to fail to make needed repairs, the association can make the repairs and add the cost to the owners account. No action was taken at this time since the most recent letter was sent only a week ago.

Management will send out a "Please take a moment..." form asking for contact information, tenants name and phone number, etc.

Mr. O'Neil asked if there were drawings for the location of the well servicing his unit. There are none that the association has because wells are/were an individual owners' responsibility.

There was no other business to discuss and a motion to adjourn was made, seconded, and unanimously carried. Meeting adjourned at 8:13 pm.

Respectfully submitted April 9, 2015 by,

/s/ Karen Collins

Karen Collins