

Wisteria Park Homeowners Association, Inc.

West Manatee Fire and Rescue District Building Meeting Room

6417 3rd Ave. W. Bradenton, FL 34209

May 22, 2017 at 4pm

APPROVED

Call to order: President, Mike Zelle called the meeting to order at 4:00pm.

Determination of Quorum and Proper Meeting Notice: With President; Mike Zelle, Vice President; Bob Harcourt, Treasurer; Donna Burbidge, Secretary; Gail Larose and Director; Steve Moyer present, a quorum was established. Agenda was posted and also emailed to owners in accordance with FL ST 720 and Wisteria Park governing documents.

Approval of the previous meeting minutes: **MOTION** made by Steve, seconded by Donna to waive the reading of the April 24, 2017 minutes and approve as presented. MOTION passed unanimously.

Presidents Report:

- Mike thanked the board for their hard work.
- Mike also thanked the east side landscaping committee
- Mike introduced Nicole and Michelle of Sunstate Management.

Vice Presidents Report:

- Bob reviewed the Resident Information form and process.
- Bob reviewed a revised Wisteria Park information form to be used at the sale of a property.
- This form will be called a Property Transfer Form and included with the estoppel package.
- Bob will work with Nicole to create a mailer to owners that lists the existing contact information that is on file and asking owners to confirm that the information on file is accurate.
- Meg Whitman has taken over the directory.
- Nicole will send Bob the welcome letter for review and revisions.
- The audit draft report needs reviewed by the Board and signed by the President.

Treasurers Report:

- As attached to these corporate records, Donna reported from the April 30, 2017 Financials Statements.
- Donna noted that the pool company has changed to Pools by Lowell.

Eastside Landscape Committee:

- The irrigation is being monitored and repaired by West Bay as needed.
- Witch's brew was found in the oleander along 17th common property. It is being removed and replaced with new plants. West Bay will provide recommendation on replacement plants.
- There was a broken pipe from the common area which caused a wash out along 19th. West Bay will complete the repair and the HOA will pay.
- An owner contacted the Board regarding trespassing by the Eastside Landscape Council. The Board will make a note of this address and ask the Council and West Bay to limit their visits to this property.
- On the Eastside Landscape Council report that is sent to owners, the board will delete addresses.

- There are two trees (one along 87th and one 17th Ave.) that were included on the report. West Bay needs to take care of this.

Secretary's Report:

- The Monthly Landscaping Inspection Report is used to monitor common-area landscaping and irrigation.

Directors Report:

- Steve will obtain quotes for power washing and painting the pool area.
- Steve will obtain quotes on the installation of pavers from the parking lot to the existing sidewalk near the pool area.

Management Report:

- Nicole confirmed the turnover from Argus has been completed.
- Nicole confirmed that the website will go live this month. An email will be sent to all owners with the direct link.
- Nicole will work with Bob and Meg to collect owner information and create and send a mail merge document for owners to confirm their information is correct.
- Sunstate has set up all owners in the compliance software. The Violation Policy and Procedures were reviewed. Sunstate has not yet done a compliance drive.
- Michelle gave an overview of Sunstate Management.
- Nicole will send the Board sample compliance letters for review and revision.
- Nicole will conduct the first compliance drive on Friday, May 26, 2017.

Homeowners Comments:

- The Board will confirm if West Bay does prune the seed pods on lower trees. The higher trees however are only done once per year.
- West Bay has been trimming the ficus trees in the rear of the homes. Owner will provide Nicole the exact address of the missed area.
- An owner questioned the responsibility of the diseased oleanders based on the location. Bob confirmed the oleanders along the inside of the wall are on common property and are the responsibility of the Association. Dennis of West Bay will submit a plan for the perimeter landscaping. Please reference the policy as listed on the website.
- The Board confirmed that the irrigation system is checked monthly.
- An owner thanked the Board for the hard work on the West side Mango Pond. The plants that were sprayed will need to be replaced. The owner also suggested running the irrigation on Mango Pond to daylight hours, perhaps 6-7pm. This question has been posed to West Bay.
- An owner requests that the next directory be issued electronically in the searchable PDF or Excel file for ease of searching.

Old Business:

- The status of the ponds was reviewed by three experts. All ponds except for the Mango Pond are in excellent shape. The tall grass along the pond are very beneficial against erosion. Adding aquatic plants along the pond edges will provide a buffer and protect against erosion.
- Mango Pond – as directed by SFWMD, the pond water level was lowered. The Board obtained quotes on pond planting to cover the exposed dry areas. This would not only be for

beautification, but for protecting the land against erosion. Bob will obtain a specific outlined estimate from Beautiful Ponds regarding Mango Pond, not to exceed \$6000 for Board review and approval.

- The recommended buffer around the pond is a 5ft. no mow zone. The Board will draft an information letter to be distributed to owners for reference to follow.
- Disaster Recovery Plan- The first draft was reviewed. Bob suggested that storm shutter restrictions be reviewed.

New Business:

- *Reserve Study*- The report is complete. The Board and Management will review the details.
- *Pool, Playground, Gazebo Area Landscaping*- The landscaping should be revamped in those areas. Suggestions were created based on information provided by County Crime Prevention and West Bay. The estimate from West Bay was reviewed and improvement options were discussed. **MOTION** made by Bob, seconded by Steve to accept the bid from West Bay as outlined. **MOTION** passed unanimously.
- *SPA Trespassing Deterrent Options*- Mike suggests to install a spot light directly above the spa or install a mosquito sound device. Steve suggests updating the pool and spa lights to LED lights or add Flood lights to the area or install a spa heater timer. Steve will continue to research specifics.
- *Pool Emergency Phone*- The pool emergency phone is not working. **MOTION** made by Mike, seconded by Gail to have Steve contact Jim Wilson to have the phone removed and have Nicole cancel the pool emergency phone service with Brighthouse. **MOTION** passed unanimously.
- *Wisteria Park Facebook*- It was advised that the Facebook group created by the HOA be shutdown. **MOTION** made by Mike, seconded by Donna to approve the removal of the Wisteria Park Facebook social group. **MOTION** passed unanimously.

Next Meeting: Monday, June 26, 2017 at 4pm.

Adjournment: With no further business to discuss, Mike adjourned the meeting at 6:08pm.

Respectfully submitted,

Nicole Banks, CAM

Sunstate Management

For The Board of Directors