

# Wisteria Park

West Manatee Fire and Rescue District Building Meeting Room

6417 3<sup>rd</sup> Ave. W. Bradenton, FL 34209

August 28, 2017 at 4pm

**APPROVED**

**Call to order:** President, Mike Zelle called the meeting to order at 4:02pm.

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

**Approval of the previous meeting minutes:** **MOTION** made by Steve, seconded by Bob, to waive the reading of the July 24<sup>th</sup>, 2017 minutes as written with noted correction. **MOTION** passed unanimously.

## **Presidents Report:**

- Mike thanked the board for their time and hard work.
- Tropical Storm Emily- "Windy" run on the disaster plan. Mike suggested the following improvements based on the recent experience. President to increase the communications to owners to keep all updated with specifics. Donna noted that FPL sent emails regarding the power outages. An owner suggested the UPS system was helpful as a battery backup during the outage. This suggestion will be included in the disaster plan and the next newsletter.
- Last month the lamp over the pool/ spa was installed. Since then, there has not been any report of night time swimmers. The patrols will continue for a few more weeks.

## **Treasurers Report:**

- Donna reported from the July Financial Statements.
- Donna noted the increased expenses from the recent storm clean up and pool repairs. Nicole and Donna will meet tomorrow to review the expenses compared to budget. Sunstate will continue monitoring the Accounts Receivable Report.

## **Eastside Report-**

- The annual palm tree trimming is upcoming.
- The committee is counting palms with West Bay and have identified some diseased palms. The board plans to contact owners requesting that diseased palms are removed to prevent the disease from spreading. Donna sent a list to Nicole of noted diseased trees. Nicole will contact the owners directly.
- The board discussed whether or not the eureka palms are included in the West Bay contract. The Board agreed it is not included with trimming. Owners are to pay for that service separately.

## **Secretary's Report:**

- The newsletter came together well. The next one will be after the September board meeting.
- Nicole will send the board the revised directory.
- Sunstate has the revised welcome letter and will send as needed.

## **Hardscapes Report:**

- The projects from last month have been completed. The electrical updates went well. The power washing was completed by Daystar as well. Paver Mac completed the three walkways. The pool area and restroom painting has been completed. Pools by Lowell made necessary pool repairs from the pool leak and the broken tiles.

#### **Management Report-**

- Nicole reviewed the action list and compliance report.
- An additional reminder will be included in the newsletter regarding trash being put out prior to the night before is not permitted.
- There are also still a few homes that are not following the no mow area along the pond. An inspection will be conducted and owners will be notified of this violation.

#### **Homeowners Comments:**

- The oleander update is still ongoing. It is included in the Eastside Inspection Report.
- The safety ring and pool poles should be looked at. Jim Wilson will be contacted to address a few items at the pool area to be fixed.
- Nicole will contact Dennis of West Bay to look at the shifted plants near the new paver walkway.
- The asphalt size listed on the appraisal. The figure for this item on the reserve study is \$8,000.
- Donna will show Dennis of West Bay the debris that still needs to be picked up.
- Franklin Lighting installed all the original lamp posts. The owner is concerned that her light bulbs are needed replaced frequently. She was recommended to try LED bulbs that may last longer.
- An owner received a compliance letter regarding the house numbers that are not visible. It has since been corrected. West Bay should have the bush trimmed so the house numbers are visible. Ultimately it is the owner's responsibility. Donna will also make Dennis of West Bay aware of this issue.

#### **Unfinished Business:**

- **Pool Pergola Wood Replacement**- Three quotes were obtained. Steve recommends Discount Awning, acrylic sunbrella, capri blue color, hip style roof to match the pool house. Jim Wilson would remove the old pergola wood. This entire project would be paid out of reserves. **MOTION** made by Donna, seconded by Gail to approve to approve has recommended. MOTION passed unanimously.

#### **Landscaping-**

- **Queen and Royal Palm Trimming**- The board is finalizing an estimate from West Bay. MOTION made by Mike, seconded by Steve to approve paying \$18 per tree, once the tree count is confirmed by Donna and Bob. MOTION passed unanimously.
- **Mango Bern Bamboo & Irrigation**- Bob recommends irrigation watering stations be installed. MOTION made by Mike, seconded by Steve to approve the watering stations and bamboo replacement as outlined by Bob. MOTION passed unanimously. This will be paid from the reserve account.

#### **Cable TV- Internet Service Options and Homeowner Survey-**

- Both Frontier and Spectrum have been contacted. Spectrum responded with two options - Internet only \$26 per month, per home - Cable and Internet (Silver Package, including premium channels) \$42 per month, per home. Frontier has not yet responded. The [tampabay.rr.com](http://tampabay.rr.com) is currently included in the current Brighthouse package. The Board will request to see Spectrum breakdown with the extras build out. Mike will draft an email of questions for Board review.

#### **New Business:**

#### **Landscaping-**

- Remove Traveler Palms near both North Entrance Monuments - We are obtaining estimates and reviewing options. One estimate to remove all would be \$12,600 from Stillman Tree Service. Terry's Tree Service suggested the trees be trimmed to remove any dead or broken branches.
- Oak Tree Stability near Playground Area- These trees will be examined by Terry's Tree Service. MOTION made by Mike, seconded by Steve to approve spending up to \$3000 to examine the trees. **MOTION** passed unanimously. This will be paid from the operating budget.
- West Bay Increase to 2018 rate - 3% increase notice was provided from West Bay for the Eastside contract. **MOTION** made by Mike, seconded by Steve to approve Bob and Donna to conduct a vendor review with West Bay. MOTION passed unanimously.

**Insurance & Risk Management Proposal-**

- There is a 3% increase. The coverage remains the same. **MOTION** made by Mike, seconded by Bob to approve the renewal as proposed. The premium will not be financed but rather pay the premium in one payment. MOTION passed unanimously.

**Preliminary 2018 budget discussion - special projects**

- playground
- oak tree
- pond plantings
- Seal coating the parking lot
- Mango Pond gap

**Next Meeting:** Monday, September 25, 2017 at 4pm.

**Adjournment:** With no further business to discuss, Mike adjourned the meeting at 6:20pm.

Submitted by,

Nicole Banks CAM

Sunstate Management

For the Board of Directors