

# Wisteria Park

West Manatee Fire and Rescue District Building Meeting Room

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

Monday, June 26<sup>th</sup>, 2018 at 3pm

**APPROVED**

**Call to order:** President, Mike Zelle called the meeting to order at 3:00pm.

**Determination of Quorum and Proper Meeting Notice:** With President; Mike Zelle, Vice President; Ray King, Treasurer; Donna Burbidge, Secretary; Kemp Pollard and Director; Steve Moyer present, a quorum was established. Agenda was posted on site and on website and 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 Kemp to waive the reading and approve the minutes from the May 21, 2018 Minutes as presented. MOTION passed unanimously.

**President's Report:** Presented by Mike Zelle.

- There is a newly revised welcome letter on the website. This document includes helpful links and history on Wisteria Park. Mike thanked Bob Harcourt for his work on this document.
- Spectrum New Agreement was effective 6/1/18. Mike suggested that owners review the spectrum invoice they receive for accuracy. Kemp suggested that the voice service bill be reviewed for any changes as well.
- Mike will update the Spectrum Q&A document for the website.
- Per an article in the Bradenton Herald, you should be receiving a notice from Spectrum in mid-August that Spectrum will move to all digital.
- Mike noted the pool security items on today's agenda. The trespassing incidents are changing and raising concerns.

**Vice President's Report:** Presented by Ray King

- 21<sup>st</sup> Street Trees – all 10 Elms have been trimmed.
- Tree behind LOT 20, it is split in the middle and has many vines. It is hanging over LOT 20. This is a concern. West Bay will quote its removal.
- Two Palms on 17<sup>th</sup> Ave – behind 107 and 114. Those need to be removed. West Bay will quote.
- Pond Plantings are doing well and flowering.

**Treasurer's Report:** Presented by Donna Burbidge.

- Donna reported from the May 31, 2018 financials as presented.
- The current Accounts Receivable report shows no homeowners past due.
- Donna and Mike will follow up regarding the Spectrum Contract charge adjustment which should be effective 6/1/18.
- Donna explained that irrigation repair work order calls are charged a labor rate of \$46 per hour. Irrigation repairs that are completed during the monthly scheduled check are not subject to labor charges.

**Secretary's Report:** Presented by Kemp Pollard

- Kemp is working on a newsletter. Content suggestions are welcome.

**Hardscapes Report:** Presented by Steve Moyer.

- The fence repair work is scheduled to be completed 6/27.
- No New ARC approvals since the last meeting.

- There are three pending ARC requests for the next meeting.
- The two weeping willows are going to be inspected by the arborist this week. They appear to be improving.

**Manager's Report:** Presented by Nicole Banks.

- The current compliance report was reviewed.
- Sunstate continues to work with West Bay Eastside work orders.
- Nicole will send the current resident directory to the Board.

**Homeowners' Comments:**

- Louie commented that Spectrum had charged him incorrectly. Louie had called Spectrum and was directed to send an email to have this billing issue resolved.
- Louie asked when the Eastside Palm Trimming will be done. Donna advised that it may be done mid-July by Green Tops. Louie requested that equipment be sanitized per tree.
- Rich commented that the "Enhanced DVR" is no longer available. Owners may be able to be grandfathered in under the old Bright House rates. Rich also thanked the board for their work on items.
- Myra commented that West Bay has still not trimmed the shrubs at her house. It has been over 3 weeks. Nicole and Donna have communicated many times with Matt of West Bay regarding this issue. Nicole will send the current work order tracking sheet for Eastside to Donna and Mike asap.
- Owner commented that he has not received any equipment from Spectrum. Mike directed the homeowner to the Q&A document that lists the three ways to obtain the equipment (Service Tech Installation, Stop by Spectrum, Have the equipment mailed).
- Owner asked what the process if a service technician installs the equipment. The owner asked if the old equipment will be removed? RESIDENTS ARE DIRECTED TO THE Q&A DOCUMENT ON THE WEBSITE AND SHOULD CALL SPECTRUM DIRECTLY WITH OTHER QUESTIONS. THE BOARD HAS NEGOTIATED A NEW CONTRACT WITH TERMS AND CONDITIONS OUTLINED ON THE WEBSITE. SPECIFIC TECHNICAL, INSTALLATION, SETUP QUESTIONS FOR YOUR HOME SHOULD BE DIRECTED TO SPECTRUM NOT THE BOARD.
- Eileen asked what a wireless router is? Eileen also commented that during setup of the new TV connection, be sure that the input setting is correct.
- Eileen said that the vines on the eastside wall should be trimmed.
- Eileen wants to confirm if her pygmy palm was treated by West Bay.
- Owner commented that the ficus trees along 19<sup>th</sup> have not been trimmed. Donna continues to ask Matt of West Bay to trim these trees.

**Unfinished Business:**

- **Pool, Gazebo, Playground Security**
  - **Pool Parking Lot Security Chain- Volunteer Schedule**
    - Volunteers are signed up for a week at a time. An AM / PM crew was suggested.
    - Kemp suggested that the pool chain be opened at 8am and noted as the months go by this twice daily responsibility is going to become onerous for any/all volunteers available. Board needs to monitor continuing feasibility this summer.
  - **Pool Security Improvement Proposals** – Mike Zelle explained the legal police process that can occur. Steve presented the following options:
    - **Install 6' Perimeter Fence** \$8,900-11,500 residential grade, \$10k-13k commercial grade. Permit is required. Suggested that the locks be changed.
    - **Install dense – 3' wide hedge** \$8,700 (hedge \$4.3k + tall gates \$4.4k)
    - **Remove / replace Three Shady Lady Trees** \$2k Removal / Replace \$4k
    - **Add Pool Parking Lot Lighting** \$2,600-2,900 for additional LED Pole to be installed.

- **Install Pool Area Video Surveillance Cameras Envera-** \$11k installation investment for equipment / \$300 monthly monitoring for interactive system. ADT-\$4,350 installation equipment and then monthly service fee of \$22 for self-monitoring done by HOA.

The Board reviewed the pros and cons of all five presented options.

**MOTION** made by Steve, seconded by Ray to approve the commercial grade 6' fence to replace the current fence and the keys to be changed, as proposed. **MOTION** passed 4 in favor, 1 opposed.

- **Landscaping**

- **East Side**

- **Palm Trimming-** planned for mid-July to be completed by Green Tops. Ray and Donna discussed which palms are to be trimmed. Palms not to be trimmed should be marked with an orange ribbon. Ray and Donna will confirm the count for both East side and Common areas.
- Donna reviewed the June Report. This report is also posted online and emailed to owners.

- **Common Area –** Mike Zelle presented the proposals.

- **21st Ave NW Entrance Monument Planting Proposal –** Removing the large plants and replace with lower plantings. \$2,588 -Deferred
- **87th St. NW, West Shore, Behind Monument Planting Proposal** \$905 -Approved by Board
- **87th St. NW, East Shore, Behind Monument Planting Proposal** \$930 -Approved by Board
- **87th St. NW, East Shore, Near Monument Planting Proposal** \$744 -Approved by Board
- **17th Ave NW, West of Entrance Planting Proposal** \$90 -Approved by Board
- **Near Playground & Across Street Sod Proposal** \$2,000 -Deferred.

**MOTION** made by Mike, seconded by Ray to approve the proposals as noted above. **MOTION** passed unanimously.

**MOTION** made by Mike, seconded by Donna to approve the tree removal near LOT 20 not to exceed \$1,000. **MOTION** passed unanimously.

**MOTION** made by Mike, seconded by Steve to approve the two palm trees removal not to exceed \$1,500. **MOTION** passed unanimously.

- **Irrigation-** Deferred. Mike and Ray both thanked Kemp for his knowledge and hard work.

- **Adjacent Areas-** Mike explained the "Adjacent Areas" landscaping services policy started by Neal Communities and continued by HOA Boards to the narrow strip of land (typically 2' - 3') lying between homeowners' lot lines up to the adjacent exterior fences and walls of Wisteria Park. The major problems with the current policy are first, homeowners are not able to manage the landscaping of the last two to three feet of their back yards as they see fit and secondly the irrigation lines installed by Neal are beyond repair. A proposed amendment to the current policy that would entrust individual homeowners landscape maintenance responsibility of these "Adjacent Areas" has been reviewed by the Board and Wisteria Park's lawyer. **MOTION** made by Mike seconded by Kemp to adapt the proposed amendment to the 2015 Policy - Landscape Maintenance on Adjacent Areas. **MOTION** passed unanimously.

- **Annual Landscaping Services Summary Letters –** Deferred. Kemp continues to track County irrigation water bills and consumption for the Commons area and posts to the website. Mike and Kemp are tracking and monitoring West Bay Irrigation service thoroughness and seeking quotes for improvements.
- **Landscape Vendor Research –** Donna suggests that this process begin. Donna and Mike will work on RFP to be established. Kemp stressed if the Board is held accountable to prepare a detailed RFQ, including

the requirements for east side landscaping, east side residents need to ensure their expectations are communicated clearly in writing to Donna and Mike well before year end.

- **No Soliciting Sign Proposal – MOTION** made by Kemp, seconded by Steve to approve the sign with brown background, white writing not to exceed \$150. MOTION passed unanimously.

**New Business:**

- **Newsletter Topics** – Kemp will include valuable information. He appreciates the input. He will send the board a draft.

**Next Meeting Date:** Monday, July 23, 2018, Palma Sola Presbyterian Church Fellowship Hall, 6510 3rd Ave. W, Bradenton, FL 34209

**Adjournment:** With no further Association business to discuss, Mike Zelle adjourned the meeting at 5:08pm.

Respectfully submitted by

Nicole Banks/ LCAM

For the Board of Directors for Wisteria Park Homeowner's Association, Inc.