

Wisteria Park

Palma Sola Presbyterian Church Fellowship Hall 6510 3rd Ave. W. Bradenton, FL 34209

Monday, November 25, 2019 at 3pm

APPROVED

Call to order: President Mike Zelle called the meeting to order at 3:01pm.

Determination of Quorum and Proper Meeting Notice: With President; Mike Zelle, Vice President; Ray King, Treasurer; Randy Miller, Director; Kemp Pollard and Secretary; Maureen Hooper 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.

Minutes:

- **MOTION** made by Randy, seconded by Maureen to waive reading the October 28, 2019 meeting minutes and approve as amended. MOTION passed unanimously.

Presidents Report: Presented by Mike Zelle

- The Association's attorney of record has sent the annual retainer invoice(\$200).
- Mike sent a draft vendor list to the Board for review. Once reviewed, Mike will send the list to Nicole to post on the website.

Treasurer's Report: Presented by Randy Miller

- Randy reported from the October 31, 2019 financial statements, including income, expenses, reserves and accounts receivable.
- As approved at the October Board Meeting, \$100,000 from the Operating Fund Balance was transferred to the Reserve Fund as reflected on the 10/31/19 Reserve Summary Report.
- One owner is past due over 90 days. Sunstate has been in communication with the owner and expects payment.
- Ray noted a few owners listed on the Accounts Receivable Report are new owners. Nicole confirmed that a welcome letter with payment information is sent to each new owner.
- Staebler Appraisal contacted the Association regarding an insurance appraisal update, which is recommended to be done every 3 years. The appraisal was completed at a cost of \$400.

Secretary: Presented by Maureen Hooper

- A newsletter was sent for November.

ARC: Presented by Kemp Pollard

- We have received three since the last board meeting and all three were approved.

Hardscapes / Handy Team: Presented by Ray King and Kemp Pollard

- Kemp ongoing pool repairs – lighting (timer vs. photocell)
- Pool motor clamps repaired by Pools By Lowell.
- Kemp repaired the pool drain.

Common Area Landscape: Presented by Ray King

- All scheduled trimming is completed.
- Mulch is approved and pending installation.

East Side Landscaping: Presented by Maureen Hooper

- Walkaround was held on 11/15.
- There were a few outstanding issues that will be followed up with Matt.
- Mulch application is complete,
- fertilizer was applied last week and
- weed control will be applied next week.

Manager's Report:

- Light post check was completed, and letters were sent.
- 1st Notice of the Annual Membership Meeting was drafted and mailed to owners.

Homeowners' Comments:

- None.

Unfinished Business: None.

- 2020 Budget- Randy presented the 2020 revised proposed budget, reviewing revisions made since the October Board meeting and noting that 2020 reserve funding maintains reserves above the Reserve Study recommended amount. Kemp recommended lowering the irrigation expense line item, which was agreed to by the Board. Randy noted the proposed budget decreases Common expenses by 11%, increases East Side expenses 6% and results in lower quarterly assessments. **MOTION** made by Mike, seconded by Kemp to approve the budget as presented. MOTION passed unanimously. Sunstate will order the coupon books. The approved budget will be posted on the website.

New Business:

- **Insurance Compliance:** The insurance agent contacted the association upon insurance carrier inspection with the following concerns:
 - o Pool House Fire Extinguisher(s)- Kemp contacted Manatee County Fire Department and met a representative on site. The Fire Department submitted in writing that a fire extinguisher is not necessary. This information was forwarded to the insurance agent for review and approval.
 - o Playground- Pond Barrier- Ray met with Matt to discuss adding copper plants to the 16ft. opening from the playground to the pond. A written proposal will be sent to the insurance agent to ensure it is an acceptable solution.
- **Annual Vendor Review**- Kemp suggested reviewing the vendors; Cleaning by Candi, West Bay and Pools By Lowell were discussed. It was decided to meet with West Bay and Nicole will arrange a review meeting for Randy and Maureen with West Bay.
- **Common Area Irrigation Water Frequency and Duration Discussion**- Kemp recommended that we request West Bay to decrease the total weekly run time to 30 hours until and if turf and plants exhibit any stress and review total weekly run times again in Spring 2020 to mutually agree if a change to run time is merited. This will be discussed with West Bay at the upcoming review meeting.

Next Meeting Date: Monday, December 16, 2019 at 3pm

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 3:58pm.

Respectfully submitted by

Nicole Banks / For the Board of Directors for Wisteria Park