

Gulf View Estates Owners Association, Inc.

Board of Directors Meeting Minutes

Wednesday, October 16, 2013 at 2:03 PM at the Frances T. Bourne Library

APPROVED

CALL TO ORDER: The Board of Directors meeting was called to order at 2:03 pm by President Mike Shlasko. A **quorum** was established. Members present were President, Mike Shlasko; Vice President, Linda Sussman; Treasurer Frank Uttaro; Jim Henry; Danielle Jaeger and Rich Delco. Absent was Ed Kowalski. Also present was Lynn Lakel, CAM and Brian Rivenbark, CAM from Sunstate Management Group.

NOTICE: Notice for the meeting was posted in accordance with the bylaws of the Association and the requirements of Florida Statute 720.

MINUTES: Motion made by Rich Delco and seconded by Frank Uttaro to waive the reading and approve the minutes of the September 18 Meeting with one change which was that Bill White submitted a letter of resignation TO the board not FROM the Board. **Motion passed unanimously.**

PRESIDENTS REPORT: Resignations: The Board has received an unofficial resignation from Ruth Cress for the social committee for health issues. Bonnie Conant resigned from the Holiday lighting committee and a volunteer is needed to fill that position. Manuela Hudson has resigned as street captain on Taylor and Sandy Tustin has resigned as street captain on Roosevelt.

New appointments: Cecilia Kueltzo has volunteered as Events Committee Chair and Social Committee Chair. Judy Sasse is the new street captain for Taylor and Diane Burns is the new street captain for Roosevelt. There were no volunteers for the holiday lighting committee. President Shlasko thanked Linda Sussman and Jim Henry for their very active roles this past month.

The first notice of the annual meeting was mailed, included in the mailing was a request for candidates to fill positions on the board. The fall newsletter went out; it was delivered in email and hard copy and is available on the website. Board members running for election in 2014 must submit a notice and bio. to the nominating committee so that it can be included in the annual meeting notice.

President Shlasko reminded all board members that they must certify within 90 days of election per chapter 720 that they have read and understand the Articles of Incorporation, Bylaws, easements, Covenants, Restrictions and Rules. President Shlasko strongly recommends that the Board members also consider taking a class. The certification can be waived if you take the course.

VICE PRESIDENTS REPORT: Linda Sussman thanked Cecilia Kueltzo for helping with the social events and with cleaning out the storage unit. Linda reported on the following events;

- Picnic - Sunday November 10th. Please call Cecilia Kueltzo to let her know what type of food is being brought.
- Ladies Luncheon - November 7 at the Crow's Nest.
- Ladies Luncheon - November 21st at Rosebud's.
- Dinner - October 24th at Farlow's.
- Garage sale - January 25th. More volunteers are needed for help collecting money from participants on the day of the garage sale; help is needed with directing traffic.

TREASURER REPORT: As reported by Frank Uttaro. The Association is in excellent financial condition.

- Reserve fund - \$23,000
- CD - \$31,000
- Checking - \$25,000.
- Surplus /September - \$19,537.00
- October: Slight loss due to a large insurance bill.
- November/December - End the year with a sizeable surplus.
- Budget Committee: The budget committee has had two meetings and is recommending the dues remain the same in 2014.

SECRETARY'S REPORT: Linda Sussman noted that there should be sign in sheet at all meetings. Linda Sussman addressed the issue of whether the Board should use addresses or lot numbers when referring to a property. Lynn Lakel stated that management prefers addresses. President Shlasko agreed to start using addresses. The Board was in agreement.

MANAGEMENT REPORT: Brian Rivenbark introduced himself and read the management report.

Annual Meeting: The 1st notice for the annual meeting went out October 4th.

Compliance: Management has been to Gulfview the last 4 Wednesdays for compliance.

Rentals: Management has received the rental paperwork for 5834 Harrison. Lynn Lakel reported that Michael Saunders called and they are taking over the management for 5856 Taylor. At this time management is not sure if they are going to rent it out or sell it. Linda Sussman spoke with the owner of 5864 Garfield and reported that they have rented out the house seasonally.

Closings: Brian Rivenbark reported that there were 6 pending closings and that there was a culvert issue at 5863 Jefferson in which the owner was notified that the culvert was the responsibility of the homeowner and not the association. The homeowner agreed and will have the culvert repaired at his expense.

Committee Reports:

Nominating committee: Linda Sussman reported for Don Sussman who was unable to attend. On September 18 2013 the Board established a nominating committee consisting of Jim Moritz and Don Sussman. It appears that one GVE Board member will be vacating their position. Seven members make a complete board: 4 members are running for re-election and 2 members still have one more year left and 1 vacancy to fill.

President Shlasko stated that he submitted his documents for re-election on 10-16-13. Jim Henry, Frank Uttaro, and Ed Kowalski need to submit their paperwork.

Compliance Committee: No issues with compliance.

Community Outreach: Community Outreach committee had one complaint from one resident that they did not receive email of newsletter.

Events Committee: Cecilia Kueltzo reported that the picnic is set for November 10th. The events committee did get the signs for the garage sale on January 25th. Events committee would appreciate any suggestions on how to handle the traffic for the garage sale. Each home participating in the garage sale must contribute \$3.00. Jim Henry suggested using the street captains to collect the money for the garage sale. President Shlasko agreed. A brief discussion followed about the garage sale.

Landscape Committee: Danielle Jaeger resigned her position as Chair to the landscaping committee. President Shlasko appointed Jim Henry and Rich Delco as Co-Chair. Jim Henry presented a second proposal from a landscape company to enhance the entry for GVE. A lengthy discussion was had about the plant material, appearance and maintenance. There will be more proposals presented to the Board in the future.

Maintenance: No report.

Security: No reported crime For September and October in GVE. President Shlasko received a phone call from a resident who reported seeing a Sheriff's vehicle at the end of Harrison. Tina Glover said she called the Sheriff's Department and was told that it was a patrol request.

Architectural Review: Rich Delco reported that there were no applications received. He stated that he received a call from 5847 Wilson requesting ARC applications. Rich Delco noted that he has not seen any plans but 5847 Wilson did say that he wants to put up a fountain and trellis in his backyard. Management has not received the paperwork as of today.

Homeowner Comments:

Lake Drainage: A resident asked who is responsible for the cleaning out the drainage areas along the lake.

President Shlasko responded that the county is responsible for the cleaning. There are catch basins from the culverts that feed into the lake. There was a brief discussion about flooding due to rain.

Water Lilies/Canal: There was another question from the same resident who asked about the water lilies in the canal area suggesting that they are an aggressive species. President Shlasko responded by saying that this species of water is not believed to be aggressive but that if it becomes a problem we have a contract pond maintenance company that will take care of. There was a lengthy discussion on lake growth and lake fish.

Lot Maintenance: A resident commented about the high grass on the empty lot at Roosevelt and Taylor.

President Shlasko said it would be quicker to hire someone to mow it because the county will take at least 6 months to come out and mow.

Violation Letters: A Resident asked did the violation letters go out and can he get a copy of the violation report. President Shlasko stated that yes the letters went out and gave a the resident a copy of the current report. It was also noted that GVE send 10-12 letters per month. President Shlasko stated that any resident is welcome to accompany management when they do compliance. The process of the violation letters was raised by a resident. President Shlasko stated that there is a three step process to the letters. The first is a friendly letter the second is a not so friendly letter with possibility of a fine and the third is a notice of hearing before Compliance Committee.

Neighbor issue: Resident stated that her neighbor never trims her bougainvillea and it is overgrown. President Shlasko recommended first to try to communicate with the neighbor and if a response is not received then contact management and they will investigate and send them a letter to trim the bougainvillea if necessary. GVE is very serious about compliance.

Pet issues: A resident mentioned 5888 Taylor is letting their large dogs run free without leash. President Shlasko stated to call the county regarding the leash law, and also call management. A brief discussion followed about the leash law.

UNFINISHED BUSINESS:

Community Picnic: President Shlasko stated that GVE does not have a budget line item for social events and there will be some money spent for the rental of the pavilion and food. A **MOTION** was made by Linda Sussman and seconded by Frank Uttaro to provide up to \$400 for the event. **Motion passed unanimously.**

Accounts Receivable: President Shlasko Presented to the Board an A/R analysis with write off recommendation sheet.

- The Budget Committee recommended to the Board that there be a write off of \$4461.05 of doubtful Accounts Receivable. Rich Delco asked for clarification which was provided by President Shlasko.

A **MOTION** was made by President Shlasko and seconded by Danielle Jaeger to write off the balance of \$29.96 completely for 1472 Roosevelt. **Motion passed unanimously.**

A **MOTION** was made by Linda Sussman and seconded by Frank Uttaro to write off to allowance for doubtful accounts: Lot 139 \$ 2358.59; lot 466 \$917.50; and lot 563 \$1185.00. **Motion passed unanimously.**

NEW BUSINESS:

2014 Budget: President Shlasko distributed to the Board the Budget Committee recommendations-budget 2014 worksheet.

- The Budget Committee held two meetings. The projected surplus after write offs would be \$16,028.
- The Budget Committee recommends that an investment of \$10,000 goes into the enhancement of the front entrance.
- The Budget Committee recommended adding \$5,839 to the wall reserve; this will increase reserve to accommodate maximum anticipated expense of painting and stucco based upon 2012 project repetition in 2017 and assuming 2% inflation. The increase will insure that no wall reserve contributions are required until at least 2018. President Shlasko then read each line of the projected 2014 budget from the Budget Committee recommendations worksheet.

A **MOTION** was made by Linda Sussman and seconded by Frank Uttaro to accept the 2014 budget as proposed. **Motion passed unanimously.**

President Shlasko recommended not increasing the annual dues and keeping them at \$190. President Shlasko stated that this surplus should go back into the enhancement of the community. Linda Sussman suggested changing the past due interest line item to say past due late fees.

Next Meeting: The next meeting will be on Wednesday, November 20, 2013 at 2:00 pm.

ADJOURNMENT: A **motion** to adjourn was made by Frank Uttaro and seconded by Linda Sussman. **Motion passed unanimously.** Meeting was adjourned at 4:30 pm by President Shlasko.

Respectfully submitted,
Brian Rivenbark/LCAM

Sunstate Association Management Group
For the Board of Directors at
Gulf View Estates Owners Association