



## **BOARD OF DIRECTORS' MEETING**

851 Celebration Avenue, Room 104

February 22, 2017, 6:30 PM

### **MINUTES**

#### **Owners Comment Period**

Vanessa Winter, President, invited owners to the podium to speak. PJ Cartwright reminded residents to vote in the upcoming election and announced that volunteers to count ballots are needed. Gary Hudspeth noted that he has seen marked improvement in Spring Lake and wanted to thank Service Area Manager, Teresa Flores Sweet. Mike Jackson requested an update on the status of an RFP Task Force to explore management contract options. Dennis Wickam commented that over-site on the progress at Siena is needed and residents appreciate it.

#### **The Pledge of Allegiance**

At this time, the Pledge of Allegiance was recited.

#### **Call to Order**

The meeting was called to order at 6:30 PM by Vanessa Winter, CROA Board President. Present were Jack McLaughlin, Vice President; Paul Collins, Treasurer; Tim Swisher, Secretary; Directors Debie McDonald, Eric Oppegaard and Leonard Timm. Also in attendance representing CCMC were Steve Waring, Executive Director and Suzan Kearns, Community Manager. A quorum of Directors were present and the meeting, having been properly noticed, was ready to proceed with business.

#### **Adopt Agenda**

Leonard Timm motioned to amend the agenda to move Action Item #1 - Siena Condominium Association Mediation Update and Action Item #2 - Georgetown Condominium Association Mediation Update prior to the Committee reports and to add Discussion of the status of the CCMC Contract and Discussion of Communications to their place (Action Item 1a and 2a.) Eric Oppegaard seconded and the motion passed unanimously.

#### **Approval of Minutes**

Eric Oppegaard motioned to approve the minutes of the January 25, 2017 meeting. Jack McLaughlin seconded and the motion passed unanimously.

#### **ACTION ITEMS (Pre-Committee Reports)**

1. Georgetown Condominium Association Mediation Update: It was generally agreed that the board was very proud of the progress they has been made and has asked for a month extension. Suzanna McLeod updated the Board and reported that there has been significant improvement in the landscaping and that they are on track with the pre-established timeline.
2. Siena Condominium Association Mediation Update: No one from Siena was able to attend the Board meeting. Siena reported that they have reached out for some stucco bids from different companies (this work is for stucco for plastic corners – which was outside the original stucco bid.) Eric Oppegaard shared an observation that he has not seen the progress, as promised. Other Board Members agreed. Suzanna McLeod confirmed that landscaping has been approved by Albert Riddle. A discussion was held regarding possible actions that need to be taken.

1.1 Eric Oppegaard motioned to have management draft a letter to the Siena board describing their dissatisfaction with progress and require they provide a written update with corrective measures based on a timeline within 14 days and if not, move forward with litigation. Debie McDonald seconded and the motion passed unanimously.

CCMC Contract: Leonard Timm began the discussion referencing the CROA Board Workshop of January 16, 2017 that was attended by Pat Wasson. The Board had specific requests that have not been answered to their satisfaction. Several Board Members believe the board should explore options. Further discussion will occur at the March Board Workshop.

1.2 Communications: Discussion took place regarding whether or not the residents issues and concerns are addressed in a timely manner. There was discussion on the Front Porch Forum regarding communications from Town hall. Are the residents getting correct information in a timely and efficient manner? Eric Oppegaard feels more is expected of staff and do they have the tools?

## Committee Reports

### ARC Committee

Suzanna McLeod, Community Standards Manager, gave the ARC Committee Report. Inspector is out performing routine inspections. Non-compliance letters should not alarm residents, as the intention is to maintain a positive line of communication. There were 650 inspections conducted. The focus this month was gutter extensions.

### Covenants Committee

Suzanna McLeod, Community Standards Manager, gave the Covenants Committee Report.

### Special Events

J.R. Rupp reviewed upcoming events that include a swim meet at Lakeside, Posh Pooch with Food Trucks, the March 4th Porch & Yard sale. Preparations on underway for the CROA Annual meeting and the opening of the Dog Park. The Father-Daughter dance was, once again, a hit with the community. A Mother and Son event has been added in 2017.

### Financial Report

Suzan Kearns presented the financial report. The financial report was accepted as presented.

Todd Haskett introduced Bradley Massey, a Boy Scout, who is working on an Eagle Scout project to beautify Memorial Park. Bradley reviewed highlights of the project and the Garden Club and ARC approval process.

Davey representatives assured the board that they are working very hard to support the local team and reassure the board that they are focused on the scope of the contract and in being proactive instead of reactive.

### Management Report – Steve Waring

**Comcast** – Issues regarding progress have been communicated to decision makers at Comcast. It was pointed out that there is a timeline. There will be a map distributed along with the Friday Flash. There are also a series of mailings from Comcast throughout different phases of construction and rollout. Eric Oppegaard commented on the term “Fiber-power” being used in the communication, when, in fact the correct term is “Fiber-optic” – need to get this correct.

**Dog Park** – A soft opening is scheduled for Wednesday, March 8th. The key-scan needs to be finalized – new parts were ordered. Ribbon cutting will be March 24<sup>th</sup>. Patrick Dume explained the process for folks who do not have a dog to be able to have access to the park.

**Athletic Fields** – Hansen is looking into the design standards – easement access, etc. The optimal solution would be to negotiate with the golf course; however, there are obstacles to overcome. The plan is to have legal counsel reach out to them in order to foster a dialog.

**County Streets & Parking** – A drive-around with representatives from the county is planned on March 15 for half the items on the list. There will be a follow up meeting with the road department.

**Service Areas** - Suzan Kearns discussed South Village roofing project and that the dumpsters being used will be moved to the same side of the street. Suzan discussed that the issues that we have had on the project have been amicably handled and resolved by Drake Exterior, LLC. Teresa Flores Sweet reassured the board that prior experiences on large roofing projects will be applied to the project.

3. Debie McDonald motioned to approve the Recreation Program Plan, as submitted by the Recreation Program Plan Task Force. Leonard Timm seconded and the motion passed unanimously.
4. Tim Swisher motioned to authorize up to \$9500 for an upgrade toward the purchase of IP compatible Cameras from Complete Access Control O.C.F. for the Dog Park as a Working Capital Expenditure. Leonard Timm seconded the motion and it passed unanimously.
5. Leonard Timm motioned to replace the two Community Standard NEVs from Orlando Dodge for \$22,958.36 - CROA Reserve Expenditure. Jack McLaughlin seconded the motion and it passed unanimously.
6. Jack McLaughlin motioned to approve the month-to-month Pool Service Contract with Alegria Pools for \$4,600.00 per month while CROA goes out to bid because Contractor went out of Business - CROA Operating Expenditure. Leonard Timm seconded the motion and it passed unanimously.
7. Eric Oppegaard motioned to approve the Replacement of the 'Spring Rider' Playground Equipment in North Village through Rep Services for \$2,057.25 – CROA Reserve Expenditure. Tim Swisher seconded the motion and it passed unanimously.
8. Debie McDonald motioned to approve the purchase of swing seats, chains and hardware at Lakeside, Longmeadow, Spring Park and East Village from Rep Services for \$3,326.87 – CROA Operating Expenditure. Jack McLaughlin seconded the motion and it passed unanimously.
9. Leonard Timm motioned to approve the Roof and Gutter Replacement at Savannah Square Townhomes by Drake Exteriors LLC for \$183,225.00 – Savannah Square Townhome Service Area Reserve Expenditure. Eric Oppegaard seconded the motion and it passed unanimously.
10. Paul Collins motioned to approve the Roof and Gutter Replacement at North Village Townhomes (aka Charleston Place) by Drake Exteriors LLC for \$331,100 – North Village Townhome Service Area Reserve Expenditure. Debie McDonald seconded the motion and it passed unanimously.
11. Jack McLaughlin motioned to approve to initiate the fining process for 12 Non-Compliance Items through Notification of the Covenants Committee meeting to confirm or reject the fine. Tim Swisher seconded the motion and it passed unanimously.
12. Tim Swisher motioned to approve converting 2 fines totaling \$15,000 to Specific Assessments. Jack McLaughlin seconded the motion and it passed unanimously.
13. Leonard Timm motioned to approve to have CCMC send 235 CROA Intent to Lien Letters to owners delinquent as of January Assessments. Jack McLaughlin seconded the motion and it passed unanimously.
14. Jack McLaughlin motioned to approve to have CCMC send 60 Service Area Intent to Lien Letters to owners delinquent as of January Assessments. Leonard Timm seconded the motion and it passed unanimously.
15. Jack McLaughlin motioned disapprove one Legal Request. Tim Swisher seconded and the motion to disapprove was passed by a majority. Leonard Timm recused himself.

16. This motion was bifurcated as follows: Leonard Timm motioned to approve a homeowner request to waive interest and late fee for \$26.33 due to a verified US Mail error. Jack McLaughlin seconded and the motion passed unanimously. Jack McLaughlin motioned disapprove the homeowner request for \$308.54. Tim Swisher seconded the motion to disapprove and the motion passed 5-2.
17. Tim Swisher motioned disapprove one Payment Plan. Leonard Timm seconded and the motion to disapprove passed unanimously.
18. Jack McLaughlin motioned to approve 4 Attorney Instructed Write Offs totaling \$53,715. Eric Oppegaard seconded and the motion passed unanimously.

At this time Leonard Timm expressed an interest in seeing a presentation from Larson. Suzan Kearns has collaborated with the attorney on a method to track these fees for determining whether further legal action on a specific property is warranted.

### **Strategic Planning Goals Update:**

Goal #1: Build mutually beneficial strategic partnerships with County, Civic/Community, Schools & Districts – Vanessa Winter and Jack McLaughlin.

Goal #2: Improve communication tools and methods to better educate and involve members of the community – Eric Oppegaard and Vanessa Winter.

Goal #3: Develop and implement a recreation program plan –Paul Collins and Debie McDonald.

Goal #4: Further improve member services to enhance lifestyle offerings and quality of life benefits for all ages – Jack McLaughlin and Tim Swisher.

Goal #5: Develop understandable budget and transparent cost controls/accountability – Leonard Timm and Paul Collins.

Goal #6: Ensure community standards are met – Tim Swisher and Leonard Timm.

### **Board Comments**

Steve mentioned that talking points for the annual meeting on March 8, <sup>2017</sup> are being prepared and will be delivered by Wednesday, March 1. Each board member will explain the Goal in the Strategic Plan that they have been focused on.

Jack McLaughlin mentioned that during the CDD meeting it was mentioned that trees within the CDD areas will be replaced if they have expired – however, if owners move forward with cutting down a tree without their approval they will be financially responsible for replacing them.

At this time Steve Waring thanked the board for their time and efforts volunteering as a Board Member. He also thanked Vanesa Winter for her dedication as CROA Board President.

### **Adjournment**

The meeting adjourned at 8:50 PM.



Tim Swisher, Secretary