



## **BOARD OF DIRECTORS' MEETING**

**851 Celebration Avenue, Room 104  
October 25, 2017 6:30 PM**

### **MINUTES**

CROA Board member's David Anderson and Debie McDonald offered opening remarks by recognizing members of the Osceola County Sheriff's department for their efforts. Commemorative remarks were delivered referencing the recent tragic loss of two deputies. Officer Jerry Weiland was singled out for his efforts in the Celebration community. There was discussion of a recent increase of tire thefts and burglaries within the community and efforts to solve these crimes. More information will be forthcoming soon. Deputy Weiland also cautioned residents to lock their cars and remove valuables from sight. At this time, Amanda Soto, wife of Representative Darren Soto, was introduced and offered comments.

#### **Owners Comment Period**

Several townhome residents commented about their roofs and expressed their dissatisfaction with the roofing project. They request more frequent updates and a timeline of progress. The roofer and the engineers will be held accountable. Steve Waring and Suzan Kearns commented that there would be a meeting with owners on November 1 to discuss the roof project.

Several residents of Artisan Park regarding the contract with CCMC and another resident questioned whether there had been adequate notification to members of the Artisan Park community regarding the committees' intention to hire another contractor.

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

At this time the Pledge of Allegiance was recited.

#### **Call to Order**

The meeting was called to order at 7:49 PM by Jack McLaughlin, CROA Board President. Present were Leonard Timm, Vice President; Paul Collins, Treasurer; Directors David Anderson, Debie McDonald and Eric Oppegaard were present. Also in attendance representing CCMC were Steve Waring, Executive Director, and Suzan Kearns, Community Manager. A quorum of Directors was declared and the meeting, having been properly noticed, was ready to proceed with business.

#### **Adopt Agenda**

Debie McDonald motioned to adopt the agenda and Tim Swisher seconded and the motion passed unanimously.

#### **Approval of Minutes**

Eric Oppegaard motioned to approve the minutes of the September 27, 2017 meeting. David Anderson seconded and the motion passed unanimously.

## Committee Reports

**ARC** – Michael Valiquette, ARC Chair, reported there were 85 inspections recently completed primarily comprised of roofs, painting, security cameras and landscaping. The ARC also welcomed Nathaniel Rosnick.

**Special Events** – J.R. Rupp, Lifestyle and Communication Manager, updated everyone on the upcoming Founders Day activities. The last day to purchase bar-b-q tickets will be next Friday. Turnstiles, a Billy Joel tribute band was commissioned for entertainment. The parade will begin on November 11<sup>th</sup>. Movie nights will return along with seasonal events such as the Holiday Fest, Snow tubing, Polar Express and Wine Down Wednesday. Eric Oppegaard commented how pleased he was with the Fall Festival and congratulated staff.

David Anderson motioned to order 100 more meals and sell them for \$10 at the door. Tickets sold in advance will remain at \$5.00 each through Friday, November 3<sup>rd</sup>. Debie McDonald seconded and the motion carried unanimously.

**Covenants** – Toni Kanfer, Community Standards Manager, introduced herself and updated the Board on activities with Covenants. She also welcomed Michael Smith to the Covenants committee.

**Recreation** – Steve Waring reported that Dance and Swim proposals will be reviewed in the upcoming committee meeting. He also stated that Communication will go out soon regarding nature programs.

**Financial Report** – Suzan Kearns gave the Financial Report which was accepted as presented. Paul Collins reported that CROA was right on budget. Landscape is showing positive because jobs have not been completed.

**Management Report** – Steve Waring reported that Comcast was pulling fiber lines. Eric Oppegaard expressed his displeasure with the Comcast agreement and the manner in which residents have been treated. He also commented that there is a timeline for completion of hot spots and were we on track. Steve reported that hardware is needed at the dog park to complete the hot spot there. Athletic fields permitting is underway and final designs have been reviewed. David Anderson requested a timeline – Steve will provide a tentative timeline and added that it is estimated that it will take 9-12 months for construction. The property appraisal will be coming in this week.

## Landscaping Update

Eric Oppegaard commented on the number of trees that were damaged and inquired as to the reason for the delay. It was reported that the number of trees felled has been identified and replacement costs/plans were underway. CROA thanked Scott Stinson of Davey for attending the meeting.

## Action Items

1. Jack McLaughlin motioned to discuss the forward movement of the CCMC Management Contract Extension. Tim Swisher seconded the motion. Discussion ensued among the Board. Tim Swisher stated that he supported the contract to go 5 years and supports it now. David Anderson stated that the process has been very transparent despite owner comments – all meetings have been open, surveys and listening sessions have been conducted and the community invited to participate. Debie McDonald did not agree that it was a completely open process. She stated that she believes there are no incentives for cost savings and wants at least one open meeting and suggests a 30 day review before voting on the contract. Paul Collins believes there is a serious trust issue between some people in the community and CCMC which goes back to the last contract negotiation. He questioned whether CROA had the best deal with this contract. Jack McLaughlin reiterated that Celebration was happy with CCMC as proven through survey and public input. The community

will have the opportunity to view the contract beginning Thursday, October 26 with a Special Meeting on November 8 to vote on the contract. Eric Oppegaard stated that CROA cannot make everyone happy and people will find fault, no matter what the Board chooses to do. Leonard Timm has looked at the numbers and made inquiries elsewhere and feels the proposal and numbers are solid. David Anderson and Debie McDonald requested an email go out tomorrow notifying homeowners that the contract can be reviewed on the website.

Jack McLaughlin motioned to put the contract out to the community by Thursday, October 26, with a meeting to vote on the contract on November 8, 2017. Tim Swisher seconded and the motion passed by a majority with Debie McDonald opposed.

- 1.b. Paul Collins motion to discuss the Artisan Park Service Area Administrative fees for 2018, Eric Oppegaard seconded. Randolph 'Ran' Sailer spoke on behalf of the Artisan Park Service Area Committee stating that CCMC was not a good fit for Artisan Park and that they want to start over with a new management company. Randolph also stated that he believed that the administrative fees are too high based on the amount of work CCMC management will need to do with another management company. Leonard Timm explained his reasons for opposing the lowering of the administrative fees.

Jack McLaughlin motioned to continue the \$816 administrative fee to CROA and reimburse overages/shortages at the end of the year. Paul Collin seconded and the motion passed by a majority with Leonard Timm voting nay.

2. Tim Swisher motioned to approve the Board Resolution for Monitoring Systems. Eric Oppegaard seconded and the motion passed unanimously.
3. Eric Oppegaard motioned to approve the contract for Turnstiles to perform at Founders Day for \$4,500.00 as a CROA Operating Expenditure. David Anderson seconded and the motion passed unanimously.

Tim Swisher motioned to vote on action items 4 & 5 together via consent. Eric Oppegaard seconded and the motion passed unanimously.

4. Motion to accept the CROA Audit as prepared by Glickstein, Laval and Carris , P.A.
5. Motion to accept the CJC Audit as prepared by Glickstein, Laval and Carris, PA.

Eric Oppegaard motioned to vote on action items 6, 7 and 8 together via consent. David Anderson seconded and the motion passed unanimously.

6. Motion to approve the Engagement of Glickstein, Laval and Carris PA to do the 2017 CROA Audit for \$9,950.00 as a CROA Operating Expenditure.
7. Motion to approve the Engagement of Glickstein, Laval and Carris PA to do the 2017 CJC Audit for \$2,400.00 as a CJC Operating Expenditure.
8. Motioned to approve the Engagement of Glickstein, Laval and Carris PA to do the 2017 CCS Tax Return \$950.00 as a CCS Operating Expenditure.
9. Eric Oppegaard motioned to approve adding tropical plants back into the palate for areas around the home other than in the private zone, as recommended by the ARC. David Anderson seconded and the motion passed unanimously.

David Anderson motioned to vote on action items 10, 11 & 12 together via consent. Eric Oppegaard seconded and the motion passed unanimously.

10. Motion to award the landscape contract for the CROA Parks & Facilities to Yellowstone Landscape for \$583,835.00 annually as a CROA Operating Expenditure.
11. Motion to award the landscape contract for the Sports Fields to Yellowstone Landscape for \$121,482.00 annually as a CROA Operating Expenditure.
12. Motion to award the landscape contract for the CJC Water Tower to Yellowstone Landscape for \$18,093.00 annually as a CJC Operating Expenditure.
13. Eric Oppegaard motioned to approve payment of initial Hurricane Irma expenses for \$14,249.69 from Contingency Reserve. David Anderson seconded and the motion passed unanimously.
14. David Anderson motioned to approve the renovation of the 851 Building Restrooms at an amount not to exceed \$39,337.00 as a CROA Replacement Reserve Expenditure. Tim Swisher seconded and the motion passed unanimously.
15. Eric Oppegaard motioned to approve the renovation of the 851 Building Lobby at an amount not to exceed \$32,242.00 as a CROA Replacement Reserve Expenditure. Paul Collins seconded and the motion passed unanimously.
16. Tim Swisher motioned to ratify the replacement, rather than repair, of the Reach-In Refrigerator with from Restaurant Depot for \$2,256.43, as approved by the Artisan Park Service Area Committee as an Artisan Park Service Area Replacement Reserve Expenditure. Paul Collins seconded and the motion passed unanimously.
17. Eric Oppegaard motioned to ratify the purchase of a new smart television to replace the projector and screen in the main dining room, as approved by the Artisan Park Service Area Committee as an Artisan Park Reserve Expenditure. Paul Collins seconded and the motion passed unanimously. *The board reiterated again that Artisan Park needs to get approval on reserve purchases prior to purchase.*
18. Tim Swisher motioned approve to initiate the fining process for 22 Non-Compliance Items through Notification of the Covenants Committee meeting to confirm or reject the fine. Eric Oppegaard seconded and the motion passed unanimously.
19. Eric Oppegaard motioned to approve to convert 3 fines to a Specific Assessments (S-9). David Anderson seconded and the motion passed unanimously.
20. Leonard Timm requested to bifurcate the motion. David Anderson motioned to waive requests number 1, 2, 3, 4, 5 and totaling \$194.12. Tim Swisher seconded and the motion passed unanimously. Leonard Timm motioned to partially waive request number 7 for a total of \$55.32. Eric Oppegaard seconded and the motion passed unanimously.
21. Eric Oppegaard motioned to approve 1 Attorney Instructed Write off for \$598.21. Leonard Timm seconded and the motion passed unanimously.
22. Eric Oppegaard motioned to approve to have CCMC send 6 Service Area Intent to Lien Letters to Owners Delinquent as of September Assessments. David Anderson seconded and the motion passed unanimously.
23. Eric Oppegaard motioned to approve 1 legal request as recommended by the attorney. Leonard Timm seconded and the motion passed unanimously.

### Strategic Planning Goals Update:

**Goal #1:** Build mutually beneficial strategic partnerships with the county, civic, community, schools and districts – Jack McLaughlin and Debie McDonald

**Goal #2:** Promote enhanced engagement with members of the community Debie McDonald and David Anderson

**Goal #3:** Implementation of the CROA Facilities Master Plan – Leonard Timm and Jack McLaughlin

**Goal #4:** Implementation of the CROA Recreation Program Plan – Paul Collins and Tim Swisher

**Goal #5:** Develop and Refine Community Management and Organizational Efficiencies – David Anderson and Paul Collins

**Goal #6:** Explore green and technology initiatives – Eric Oppegaard and Leonard Timm

**Goal #7:** Ensure community standards are met – Tim Swisher and Eric Oppegaard

### Board Comments

No further comment was given at this time.

### Adjournment

The board adjourned at 9:47 PM.



Tim Swisher, Secretary