

TWIN LAKES

subdivision homeowners association, inc.
A Corporation Not-for Profit

Meeting Minutes

Date: Jan. 27, 2009 **Time:** 6:00 p.m. **Location:** Publix Community Rm. (Collier & SR 54)

- I. **Call to order:** President Paul Theriault called the meeting to order at 6:05 p.m.
 - A. **Officers Present:**
 1. President - Paul Theriault was present
 2. Vice President - Joe Saladino was present
 3. Secretary - Dean Goldsworthy was present
 4. Treasurer - John Pavka was present but tardy
 - B. **Board Members Present:**
 1. Randy Cook was present
 2. Steve Fickett was present
 3. Jammie Woolwine was absent
 - C. **Residents Present:**
 1. Lori Hall
 2. Joe Click
 - D. **Guests Present:**
 1. Josef Tyree-Tower Electrical Services
 2. David Tardif-Tardiff Electric
 3. Zachary Kitson
- II. **Proof of Notice of Meeting:** A meeting notice was posted on the pool cabana and lighted entry way bulletin boards on January 23, 2009.
- III. **Minutes:** Bill Sanborn requested a change to the August 15, 2008 meeting minutes, section 7A. John Pavka noted his name was misspelled. A **motion** to approve the revised minutes for the Association members meeting on August 15, 2008 was made by Joe Saladino and seconded by Steve Fickett. The motion carried.
- IV. **Electrical Bid Explanations / Q&A**
 1. Josef Tyree from Power Electrical Services explained his bid and fixtures. After questioning he recommended metal halide lamps for lower power use (lower than quartz halogen) and the durability of the fixture in the pool environment. Didn't recommend fluorescent lights because their housings would rust with a few years use.
 2. David Tardif from Tardiff Electric explained his bid and fixtures. After questioning said his lighting should work with current security cameras. Recommended a mixture of fluorescent around the pool and metal halide or high pressure sodium lighting around the bathrooms. Board requested an updated quote with fluorescent and metal halide lighting.
- V. **Misc. Bid Explanations / Q&A**
 1. Zachary Kitson explained bid for door replacements at the pool. His bid is for commercial quality steel doors like that found on the back of malls. It was unclear whether the quote includes locks. He would modify the frame if necessary due to width of steel doors possibly being different than that of the existing wooden doors.
 2. Zachary went on to explain his paint bid for the pool buildings was for Sherwin Williams paint. Bid included a primer & seal coat. Lori Hall expressed an interest in changing the color scheme since it has been the same colors since it was built. She offered to get some paint chips to recommend to the board. He offered a 6 month workmanship warranty. Bill Sanborn recommended a 1 yr. Warranty.

3. Zachary proposed a cement replacement for the wooden pool handicapped access ramp. Paul expressed his concern about the cement cracking at the narrow end of the pour.
4. After the contractors left Lori Hall said she would like to recommend another economical contractor who she recently used for door installation and painting. She said she would provide the name and contact info. to Bill Sanborn.
5. Joe Saladino made a motion to table the bids until more were received. Steve Fickett second the motion. The motion carried.

VI. Officers' Reports

A. Treasurer's Report:

1. John Pavka reported the association's total reserves had a net gain of apx. \$ 16,000 from 1997 to 1998. He also reported we continue to build reserves for repaving, pool and other maintenance activities. On the negative, he reported that the association added an additional \$ 10,000 in accounts that are in arrears. The association also is experiencing an increase in fees to lawyers, etc.
2. Per Florida statute 720 the association is required to have our financial records reviewed by a CPA. Dean Goldsworthy said he would provide the contact info. of a CPA in the neighborhood to John Pavka so he could follow up on initial contact we made with the CPA last year.
3. Federal income tax form 1120H needs to be filed. Bill Sanborn stated M&A could provide this service for a \$ 250 fee.

B. President's Report:

1. Paul Theriault initiated a discussion on increasing the amount of fees owed before lienning a property from \$ 300 to \$ 400. This resulted in a review of the process that takes place as a property accumulates late fees and charges. Discussion of changes was tabled.
2. Discussed security enhancements such as the steel doors out for bid that are hoped to reduce vandalism and the desire to install as many as four security cameras and a DVR. The cost may exceed \$ 6,000 to 8,000.
3. Set the next Association meeting for March 18, 2009.
4. Requested a volunteer to administer the Curb Appeal Award. Steve Fickett agreed to run the Curb Appeal Award.

VII. Committee Reports

- A. Landscaping Committee:** Lori Hall requested that a lawn service be hired to fertilize the new plants planted in the last year along the subdivision entryway because Davey only fertilizes the grass and that's only twice a year. She reported the deer have been eating the new plants. She recommends waiting till March to assess the full extent of the freeze damage to the plants at the entrance. Joe Click volunteered to fertilize the plants along the entrance if he would be allowed to do so with liquid fertilizer to jump start new growth. Joe suggested installing a soaker hose system to all existing plants. Joe suggested burying hose from the new water bibs to the areas where the plants are. He then suggested planting thorny climbing bougainvillea to deter vandalism along the pool fence line. Steve Fickett added blackberry bushes would also be effective. Joe then made a suggestion to cage in the space above the main pedestrian entrance to the pool, again to reduce vandalism.
- B. ARC Committee:** John Pavka, committee chairman, noted it is policy that any outside changes to properties that are the same as before do NOT need ARC approval. Board instructed Dean to put the policy in the newsletter.

VIII. Manager's Report:

- A.** Bill Sanborn requested an amendment to the Aug 15, 2008 board meeting minutes, section 7.a. He requested the second sentence be rewritten to: "Bill Sanborn stated he left the 2009 budget on his desk at the office, but ultimately he passed out a budget analysis." A motion to approve the change was made by Joe Saladino and second by Steve Fickett. None opposed, the motion passed.
- B.** Stated M&A could prepare the federal income tax form for \$ 250.

- C. Explained our \$ 2,000,000 general liability insurance is in effect and he will contact the county to report so. This is in response to the letter the association received from the Pasco County Development Review.
- D. Provided a quote from our current carrier to maintain general liability insurance from 2/8/09-2/8/10 for \$7,309.21 (a three percent increase). A motion to approve the charge was made by Dean Goldsworthy and second by Joe Saladino. None opposed, the motion carried.
- E. Provided a draft letter to Ralph Tack re: music nuisance complaint. After a minor adjustment to the wording, Bill was instructed to send the letter.
- F. Was asked for an updated on the "Rules and Regulations" that were sent to residents with the annual meeting notice. Bill stated they did not need to be filed in the public record and they would be enforceable once they were duly promulgated. Bill will send to the attorney for review and approval.
- G. Asked the board to approve the liening of 7 properties that are more than \$ 300 delinquent. A motion to approve the liening was made by Joe Saladino and second by Steve Fickett. John Pavka abstained, motion passed.

IX. Adjournment: A motion to adjourn was made by Dean Goldsworthy and seconded by Steve Fickett. All voted in favor, the motion carried. Meeting was adjourned at 8:55 p.m.

Respectfully submitted,
Dean Goldsworthy
Secretary

Minutes approved: _____ Date: 04/20/09