

PASTELLE PROPERTY OWNERS ASSOCIATION, INC.

c/o FirstService Residential
543 NW Lake Whitney Place
Port St. Lucie, FL 34986
772-323-2004 Fax: 772-878-1519
Scott.montagna@fsresidential.com

BOARD OF DIRECTORS MEETING MINUTES

June 17, 2016 at 5:30PM

FirstService Conference Room, Port St. Lucie.

DETERMINATION OF QUORUM:

Board of Directors:

JP Fougeron- President- Present

Phil Rossow- Vice President & Secretary- Present

Steve Marcketta- Treasurer- Present

Steve Kronenberg- Present

Tony Yannucci- Director- Absent

Jason Metzger- Director- Absent

David Guley- Director- Absent

Quorum was met

Also present was Scott Montagna from FirstService Residential.

CALL TO ORDER:

President JP Fougeron called the meeting to order at 5:50pm.

APPROVAL OF THE MINUTES OF 5/5/16

Motion: To approve the minutes

Made By: JP to approve. Seconded By: Steve M.

Vote: Unanimous Approval- Motion Passed

TREASURER'S REPORT:

Steve went over the financials for the month of May. He reported that the association is in good standing and has funds to do extra projects that the Board needs to get done this year.

MANAGERS'S REPORT:

MONTHLY MANAGEMENT REPORT

PASTELLE POA

MANAGEMENT REPORT

SCOTT MONTAGNA- LCAM, CMCA

MONTH OF: JUNE 2016

REGIONAL DIRECTOR

<u>DISTRIBUTION:</u>	<u>TITLE</u>	<u>METHOD</u>
J.P. Fougeron	President	Emailed
Jason Metzger	Director	Emailed
Steve Marcketta	Treasurer	Emailed
Tony Yannucci	Director	Emailed
Phil Rossow	Vice President / Secretary	Emailed
Steve Kronenberg	Director	Emailed
Dave Guley	Director	Emailed

III. ADMINISTRATION:

➤ **Correspondence received and/or mailed:**

All correspondence received by management to date has been responded to. Work orders for landscape and irrigation have been produced and sent to vendors.

Introduction to Scott was sent to the community.

Letter was sent with top items needing work by owners

- **Violations:** Violation Report is attached for review. Since starting on the property in May I have completed 5 inspections.

In addition Scott asked the Board to levy the following fines:

5895 SE CROOKED OAK AVE: \$1,000 fine for dirty roof and \$1,000 fine for mulch

7810 SE HERITAGE BLVD \$1,000 fine for exterior cleaning and painting and \$1,000 fine for dirty roof.

Phil made the motion to levy, Steve seconded, all were in favor motion passed.

➤ **Architectural Modifications:**

Approvals and denials letters are prepared upon notification from the committee.

➤ **Sales/Lease – Period 4.16.16 – 6-15.16 & Year to date summary:**

- 6036 Turn Leaf- Lake to Williams- \$349,000
- 5824 Crooked Oak- Lawson to Hong- \$284,740
- 6022 Split Oak- Bowden to Rodgers- 295,740
- 6070 Split Oak- Newkirk to Roussel- \$316,000
- No Leases

- **Work Order – Separate report will be attached for the meeting.**

IV. PROJECT UP DATE AND STATUS:

➤ **Administrative Projects:**

- Responded to owner and renter emails and telephone inquiries.
- Posted meeting notices on property for required meeting notice.
- Prepared and emailed the board the 5.5.16, Board Meeting Minutes for review.
- Prepared the Board Meeting Package for the 6.16.16 Meeting.
- Created, processed and mailed all violation letters pertaining to the community.
- Processed and produced certificates of approvals for all sales and leases.
- Corresponded with real estate agents and title companies pertaining to sales, leases, applications.
- Corresponded and sent letters to owners that needed additional items for their ARC Applications.
- Conducted re-inspections for open violations based on owner requests. Upon inspection, updated the owner record.
- Reviewed and processed payables.
- Picked up association vendor checks from Proctor Crook for board signature and approval. Delivered to the board on property and processed and mailed the vendor checks.
- Corresponded with landscape vendors to obtain proposals for replacing North Pointe
- Corresponded with gate vendor for repairs.
- Corresponded with association attorney pertaining to Resident issue
- Corresponded with Proctor Crook pertaining to monthly financials and billing.
- Corresponded with janitorial vendor for supplies needed
- Corresponded and worked with the pool vendors to repair the spa issues
- Responded to Board of Directors' requests via email and telephone
- Coordinated with and submitted work orders for the landscape, pest control and irrigation companies pertaining to owner issues and work order requests.
- Coordinated and met with fertilization and pest control vendor to assess and walk the property.

➤ **Maintenance Projects:**

- Landscape Enhancements
- Preserve Cleanup
- Pool Spa Repairs
- Gate Repairs
- Lake Maintenance and Cleanup
- Replanting shrubs on common area electrical

VI. MANAGEMENT RECOMMENDATIONS:

➤ **Management Recommendations:**

- We need to look into a key access system for the pool. Suspending pool access works great for:
 1. Parking issues
 2. Delinquent accounts
 3. Expired leases
 4. Outstanding violations
- Consider Mailbox project. The mailboxes are falling apart fast and look terrible. The only way to get uniform boxes is for the HOA to replace with matching. The Association can do a special assessment if needed. I do believe most of your owners that want the community to continue looking good, would be for it. Those that have let their mailboxes fall off, should have thought about repairing their mailboxes before now.

VII. BOARD ACTION ITEMS:

➤ **Action Items:**

VIII. SCHEDULED EVENTS:

➤ **Meetings attended this month:**

property inspection and walkthrough with Coastal Pest Control

5 property inspections

Met with Pool Company

Met with various Board Members

➤ **Meeting Dates:**

Board Meetings are now scheduled for the 4th Thursday every other month or as necessary to be determined by the board from time to time.

➤ **Board Notification:**

I will be away between 6/23 and 6/27, returning on 6/28- Wisconsin- Prep for Wedding.

I will be away between 8/24 and 8/29, returning on 8/30- Wisconsin- Wedding

OLD BUSINESS:

- The Board discussed landscape enhancements to the entrances for Sea Branch, Section I and Section II. Phil made a motion to approve the proposals from Second Nature not to exceed \$14,000, Steve seconded, all were in favor, motion passed.
- The Board discussed landscape improvements for Split Oak Trail. JP made the motion to accept the proposal for this area, Phil seconded, all were in favor, motion passed.
- The Board discussed lake clean up. Steve M advised he wanted to set a meeting to meeting with Lake Management and Superior Waterway. He advised he would arrange this meeting.

NEW BUSINESS:

- The Board discussed the new landscape servicing through Brightview thus far.

Next Board Meeting:

- The next Board of Directors meeting: July 21, 2016

ADJOURNMENT

With no further business to come before the Board of Directors, JP motioned to adjourn the meeting, Steve k seconded, all agreed, motion passed. The meeting was adjourned @ 7:00pm.

Respectfully submitted on behalf of the Secretary, Phil Rossow,
Scott Montagna, LCAM, CMCA
Regional Director
For and on Behalf of the Board of Director