

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

July 21, 2016 at 6:30PM

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- Present
Quorum was met

Also present was Scott Montagna from FirstService Residential.

CALL TO ORDER:

President JP Fougeron called the meeting to order at 6:44pm.

APPROVAL OF THE MINUTES OF 6/17/16

Motion: To approve the minutes
Made By: Phil to approve. Seconded By: Steve M.
Vote: Unanimous Approval- Motion Passed

TREASURER'S REPORT:

Steve went over the financials for the month of June. He reported that the association is in good standing. He also reported that the aging balances were down to about \$9,800 and will be dropping to \$8,300 as additional collections are coming in.

MANAGERS'S REPORT:

MONTHLY MANAGEMENT REPORT

PASTELLE POA

MANAGEMENT REPORT

SCOTT MONTAGNA- LCAM, CMCA

MONTH OF: JULY 2016

REGIONAL DIRECTOR

DISTRIBUTION:

TITLE

METHOD

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. Complaints are elevated right now against Brightview. Damage complaints are slightly elevated right now.

➤ **Violations:** Violation Report is attached for review. Since starting on the property in May I have completed 9 inspections.

➤ **Architectural Modifications:**

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

➤ **Sales/Lease – Period 6-16-16 – 7-19-16 & Year to date summary:**

➤ Sales:

➤ None since last meeting.

➤ Leases:

➤ 5920 Crooked Oak- \$2,200/month

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 6-17-16, Board Meeting Minutes for review.
- Prepared the Board Meeting Package for the 7-21-16 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 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- Bill Stingley will add the locking case to the spa unit.
- 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.
- Working with Securitas to replace Garing.

➤ **Maintenance Projects:**

- Landscape Enhancements
- Preserve Cleanup
- Pool Spa Repairs
- Gate Repairs
- Lake Maintenance and Cleanup

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
 5. Potential cost is \$9,000 to \$12,500 depends on number of gates and doors. Scott will discuss further at the 7-21-16 Board meeting.
- 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. Scott will discuss further at the 7-21-16 Meeting.

VII. BOARD ACTION ITEMS:

- **Action Items: apply the following fines:**
- **5801 Crooked Oak- Paint- \$1,000**
- **5943 Crooked Oak- Dirty Roof- \$1,000**
- **5968 Crooked Oak- Dirty Roof- \$1,000**
- **5584 Hammock Reserve- Window Coverings- \$1,000**
- **6118 Split Oak- Dirty Roof- \$1,000**

VIII. SCHEDULED EVENTS:

- **Meetings attended this month:**

property inspection and walkthrough

9 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 7/28 and 7/31, returning on August 1- Wisconsin- Prep for Wedding.

I will be away between 8/23 and 8/29, returning on 8/30- Wisconsin- Wedding

Scott also asked the Board to levy the following fines:

- **5801 Crooked Oak- Paint- \$1,000**
- **5943 Crooked Oak- Dirty Roof- \$1,000**
- **5968 Crooked Oak- Dirty Roof- \$1,000**
- **5584 Hammock Reserve- Window Coverings- \$1,000**
- **6118 Split Oak- Dirty Roof- \$1,000**

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

OLD BUSINESS:

- The Board discussed landscape enhancements to the entrances for all sections. Steve M advised that Second Nature had been delayed, but should be starting shortly.

- The Board discussed lake clean up. Steve M advised that he, Scott and Steve K met with Lake Management and Superior and we are awaiting proposals to be sent over.
- Scott went over the mailbox plans on file again. The Board discussed but agreed that this would be something that would have to be looked at during our budget workshops for the 2017 budget year.
- The Board discussed the latest issues with Brightview. Weeds, missing yards for mowing and damages were top of the list. Although communication has gotten much better. Scott and Steve K advised they would continue to monitor.

NEW BUSINESS:

- The Board discussed a resident's request to widen their driveway for loading and unloading accommodations for a van for the handicapped. The Board and chair of the ARC committee advised that it sounded as though it could be done, but that they would need the actual application along with design review and contractors information. The Chair of the ARC also thought that if approved, it may be stated that then when the home would sell in the future, that the current owner would need to be put the driveway back into the same form it is now prior to renovations.
- Scott went over the replacement idea for Garing. He advised that he could get Securitas to do it, 2 passes per night at \$50.00 per night. The Board liked the idea. Scott advised he would have something drawn up with complete details.

Next Board Meeting:

- The next Board of Directors meeting: August 17, 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 @ 9:28pm.

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