

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

August 18, 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- Present
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 6:30pm.

APPROVAL OF THE MINUTES OF 7/21/16

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 July. He reported that the association is in good standing. He advised that the Board has the ability to move forward with their scheduled projects. There is only about \$3,000 in very old delinquent accounts, with a total of about \$10,000 in total debt on delinquent accounts. That also includes \$3,000 in fines levied.

MANAGERS'S REPORT:

MONTHLY MANAGEMENT REPORT

PASTELLE POA

MANAGEMENT REPORT

SCOTT MONTAGNA- LCAM, CMCA

MONTH OF: AUGUST 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. Complaints are elevated right now against Brightview. Damage complaints are slightly elevated right now. **However, both areas of complaints are lower in the past 30 days, than before.**

➤ **Violations:** Violation Report is attached for review. Since starting on the property in May I have completed 13 inspections.

➤ **Architectural Modifications:**

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

➤ **Sales/Lease – Period 7-20-16 – 8-17-16 & Year to date summary:**

➤ Sales:

➤ 7901 Heritage- Mollneux to Piquette- \$324,521.00

➤ Leases:

➤ No new leases since last 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 7-21-16, Board Meeting Minutes for review.
- Prepared the Board Meeting Package for the 8-18-16 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. **Fewer repairs in past 30 days.**
- 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. Box was added, unit still not heating, but remaining on spa. Tech came back out again and found issue with exchanger. This has been repaired and is now heating as spa.
- Pool heater #1 had low pressure. Tech found heat exchanger not working. Pump is shut off and are awaiting parts which will be covered under warranty.
- 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. Phone Conference was held between Scott, Phil and Steve K, along with Richard and Ramon from Securitas. We are suggesting an initial schedule of 4 times daily (2 during day hours and 2 during night hours) Weeks 1 and 3 have them in on Mon, Wed, Fri and Saturday. Weeks 2 and 4 have them in on Tues, Thurs and Sun.

➤ **Maintenance Projects:**

- Landscape Enhancements
- Preserve Cleanup
- Pool Spa Repairs- completed
- Pool Heater repairs- on going
- Gate Repairs- completed
- Lake Maintenance and Cleanup- on going

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: None at this time**

VIII. SCHEDULED EVENTS:

- **Meetings attended this month:**

property inspections and walkthrough

4 property inspections this month

Met with Pool Company- spa repairs.

Met with various Board Members

Delivered Checks.

- **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 8/23 and 8/29, returning on 8/30- Wisconsin- Wedding

OLD BUSINESS:

- The Board discussed lake clean up. Steve M made a motion to terminate Superior Waterway, Phil seconded, all were in favor, motion passed. The details in the contract for Lake and Wetlands Management in a particular section didn't make correct sense. #C, 3, Removal and cleanout stated a price of \$1,433. Steve M made a motion to approve the contract pending the details of that section, Phil seconded and this was to include the preserves as well. All were in favor, motion passed.
- The Board discussed the next step for possible wells for the irrigation in the community. An appointment is being set up with Kevin Henderson of Evergreen Engineering for August 30th at 10am.

- Scott and the Board discussed possibly moving forward on the new mailboxes. The Board asked Scott to have some revised pricing and samples of mailboxes for the next meeting in September.
- Scott is to set up a meeting on site with Bartlett Brothers regarding ideas for the gate entry system.
- The Board discussed the draft of the new parking rules. Phil made a motion to approve the draft to be sent to the Membership prior to the actual vote to adopt the rule at the September meeting. Steve K seconded, all were in favor, but Dave abstained from the vote.
- The Board discussed the proposal from Securitas to patrol the community. Phil made a motion to approve the proposal, Steve M seconded, all were in favor, motion passed.

NEW BUSINESS:

- The Board asked Scott to get proposals to trim the trees in some common areas of the community. Scott advised he would get a date set and then have some of the Board members meet him on site with the vendors.
- The Board discussed the proposal from Second Nature for the landscaping project to section 3 for \$4,955. Steve M made a motion to approve, Phil, Tony and Dave agreed, JP and Steve K were opposed, motion passed.
- Discussion was held regarding the proposal from Second Nature for the annuals to be installed. No vote was held as there was disagreement on pricing as well as the type of annual to be installed.
- There was a proposal discussed from Second Nature to add 3 parking spaces at the tot lot for \$3,800. However, no vote was taken as the Board asked Scott to talk to John about possibly moving the tot lot from section 3 to over next to the pool area.
- The Board discussed the proposal from Second Nature for finishing the landscape project at the entrance to section 1 for \$1,635.00. Phil made the motion to approve pending re-looking at the original proposal to be sure that work was not already included. Steve M seconded all were in favor except JP, but motion passed.
- The Board discussed the chinch damage of the lawns with Scott. Scott advised that Coastal was already aware and Scott will be meeting onsite to discuss sod replacement
- The Board discussed having another garage sale. Phil made the motion to approve, JP seconded, all were in favor. A date will be selected in October.
- The Board discussed the disabled accommodations needed for 6204's drive and walkway. JP made the motion for the Board to approve the accommodation, Steve M seconded, all were in favor except Dave who abstained, motion passed. In addition the Board discussed the extension of the drive by 6 feet. Jp made the motion to allow the drive to be extended 6 feet to the west, Steve M seconded, all were favor, except for Dave who abstained, motion passed.

Next Board Meeting:

- The next Board of Directors meeting: September 29, 2016
- Annual Meeting will be November 3, 2016

ADJOURNMENT

With no further business to come before the Board of Directors, JP motioned to adjourn the meeting, Steve M seconded, all agreed, motion passed. The meeting was adjourned @ 8:27pm.

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