

**PASTELLE PROPERTY OWNERS ASSOCIATION, INC.**

c/o FirstService Residential  
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Port St. Lucie, FL 34986  
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**BOARD OF DIRECTORS MEETING MINUTES  
October 27, 2016 at 6:30PM  
Pastelle Pool House**

**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- Asent
  - 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 9/16/16 and 9/29/16**

Motion: To approve the minutes of 9/29/16

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

Vote: Unanimous Approval- Motion Passed

Motion: To approve the minutes of 9/16/16

Made By: JP to approve.           Seconded By: Phil

Vote: All but Steve M as he was not present for the 9/16 meeting.- Motion Passed

**TREASURER’S REPORT:**

Steve went over the financials for the month of September . He reported that the association is in good standing. He advised he will hold further comment for when they discuss the draft of the 2017 budget.

**MANAGERS’S REPORT:**

**MONTHLY MANAGEMENT REPORT**

**PASTELLE POA**

**MANAGEMENT REPORT**

**SCOTT MONTAGNA- LCAM, CMCA**

**MONTH OF: OCTOBER 2016**

**REGIONAL DIRECTOR**

<b><u>DISTRIBUTION:</u></b>	<b><u>TITLE</u></b>	<b><u>METHOD</u></b>
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.
- I have added my assistant Kim Saucier to the website for maintenance requests.
- Complaints on Brightview were lower since the last meeting. Damage complaints are also down, but still exist. However, there are certain issues that continue to repeat themselves like random back lawns not being cut, certain hedges consistently not trimmed. In addition, the pool area being overlooked.
- The mailings for the Annual meeting have been sent out

- **Violations:** Violation Report is attached for review. Since starting on the property in May I have completed 21 inspections.

➤ **Architectural Modifications:**

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

➤ **Sales/Lease – Period 9-30-16 – 10-24-16 & Year to date summary:**

➤ **Sales:**

- 6128 Crooked Oak- Yundt to Qian- \$395,000
- 6144 Crooked Oak- Warner to Tzavaras- \$298,000

➤ **Leases:**

- None 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 Board Meeting Minutes for review for 9/16 and 9/29.
- Prepared the Board Meeting Package for the 10-27-16 Meeting.
- Prepared for and attended the September Open House meeting for parking.
- 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. No AT & T issues this time period.
- 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- the pool heater has been repaired. The Spa we are again having issues with. Tech has been out twice and returning again week of 10/3, but was postponed due to the hurricane. The tech was sent back out and they are again replacing the Board inside. This will be the 3<sup>rd</sup> Board. I have requested that if the Board fails again, we want a new heater. I was advised they would consider this request after this repair. I will keep you posted, but we may bring John Carigan into this for him to write a letter.
- 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.
- Help to Prep the property for hurricane Matthew. Then reopened pool area after the storm.

➤ **Maintenance Projects:**

- Preserve Cleanup
- Pool Spa Repairs- Again having issues
- 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. Several designs of boxes have been installed at the pool house. The colors installed are not the colors suggested.

#### **VII. BOARD ACTION ITEMS:**

- **Action Items: apply the following fines:**

#### **VIII. SCHEDULED EVENTS:**

- **Meetings attended this month:**

property inspections and walkthrough

4 property inspections this month

Met with Pool Company- pool and spa repairs.

Met with various Board Members

Delivered Checks.

#### **IX. LEGAL UPDATE:**

### **PASTELLE POA**

#### **STATUS REPORT – October 2016**

#### **Bevins (6071 SE Crooked Oak Ave.):**

*Mortgage Foreclosure:* Wells Fargo Bank commenced a mortgage foreclosure action in October 2012. The case is on hold due to the pending bankruptcy.

*Collection:* The Association recorded a Claim of Lien against the property on June 15, 2012.

*Bankruptcy:* Timothy and Christine Bevins filed for Ch. 13 bankruptcy on October 30, 2012. We filed a proof of claim on behalf of the Association on March 20, 2013. Pursuant to the 2<sup>nd</sup> Amended Ch. 13 Plan, the Debtors intend to repay the Association through the bankruptcy case over 60 months. The Ch. 13 Plan was confirmed on April 26, 2013. We are receiving monthly payments from the Trustee in accordance with the Ch. 13 Plan. Please let us know if the current quarterly assessments aren't being paid.

#### **Cuomo (7810 SE Heritage Blvd.):**

*Mortgage Foreclosure:* Federal National Mortgage Association commenced a mortgage foreclosure action in January 2014. The Court granted the Owners Motion to Abate the case for mortgage modification settlement discussions until February 1, 2017. Please let us know if this account becomes delinquent again.

**Le-Nguyen (7519 SE Forest Oak Lane)**

*Mortgage Foreclosure:* Bank of America commenced a mortgage foreclosure action in September 2016. The bank is still in the process of obtaining service on all parties. The Owners were current as of September 30, 2016. Please let us know if the October 2016 assessment hasn't been paid.

**Reams (5896 SE Crooked Oak Ave.):**

*Lien Foreclosure:* The Association's Claim of Lien was extinguished by the mortgage foreclosure judgment. However, we obtained a final judgment for damages against John and Jodie Reams on January 23, 2014 for \$5,647.00.

**COLLECTION FILES**

**Colo (5943 SE Crooked Oak Avenue)**

The notice of Intent to Record a Claim of Lien was sent to the owners on August 26, 2016. They have until October 10, 2016 to remit payment in full. We are in the process of preparing the claim of lien.

➤ **Meeting Dates:**

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

Next Board Meeting will be: To be Determined for November and December.

➤ **Board Notification:**

I will be out of the office between 11/23 and 11/30

I will be out of the office between 12/23 and 1/3/17

\*\*\*\*In addition, Steve M motion to approve fines being levied against:

6160 Crooked oak- Exterior Paint

7798 Heritage – No ARC for removal of Oak.

5960- Crooked Oak- Oil on Drive.

6048 Crooked Oak- Exterior Paint.

**OLD BUSINESS:**

- The Board discussed mailboxes again. Scott advised he is awaiting the last 3 design quotes back from the mailbox company.
- The Board agreed to have Securitas start their overnight patrols as soon as possible. Scott advised since this was already voted on, he would get this arranged as soon as possible.
- Steve M discussed with the Board giving Proctor Crook and Crowder a 4% raise for 2017 as they have never raised their rates. JP mentioned that he would like to look into FSR taking over the bookkeeping. Scott advised that the cost per month would be about \$500. Steve M said the price for PCC was \$990 before the 4% increase which would then be \$1,030.00. No motion was taken on changing the bookkeeping service.
- The Board went over the 2017 draft of budget. The Board is looking at the possibility to add the mailbox project and the new call boxes for the gate systems in the 2017 budget. Steve advised he would go back over the numbers and send a new draft to the Board in a day or so.

### **NEW BUSINESS:**

- The next Board of Directors meeting: TBD
- 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 @ 8:28pm.

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