

**PASTELLE POA ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING**  
**THURSDAY- September 24, 2015 – 6:30 P.M.**  
**Location: The Oaks Pool**

Board members present: President J.P. Fougeron, Treasurer Steve Marcketta, Secretary Tony Yannucci and Director Dave Guley. Vice President Jason Metzger and Director Phil Rossow were absent. Also present and representing First Service Residential was Property Manager Dawn Atwood. There were approximately 5 resident in attendance.

J.P. Fougeron called the meeting to order at 6:38 p.m. and noted a notice of the meeting was duly given and a quorum was established.

**MINUTES:**

- ❖ The minutes of the August 20, 2015 BOD meeting were reviewed. Steve Marcketta made a motion to approve the August 20, 2015 BOD Meeting Minutes as presented. The motion was seconded by Tony Yannucci. The motion carried.

**FINANCIAL REPORT:**

- ❖ A copy of the June financials were included in the board packages for review. Steve Marcketta gave an August Financial overview. He reported the community was currently in good financial shape and expressed we were finally catching up on bills from the management transition. He reported \$20,000 had been moved into reserves and we are currently stopping with reserve transfers.

**MANAGER REPORT:**

- ❖ Dawn Atwood provided the Board with the manager's report on upcoming and completed projects. She also reported on current proposals being retrieved. She also advised on the community newsletter that was being sent to all owners with pertinent information pertaining to the community and upcoming gate code changes.

**OLD BUSINESS:**

- ❖ No motions were made pertaining to old business.

**NEW BUSINESS:**

- ❖ Approve new vendor contracts for landscape maintenance, irrigation and weed & pest control: The new contracts for Northpointe Landscape & Design, Coastal Pest Control of the Treasure Coast and Triple L Irrigation were approved by all board members on September 8, 2015 via unanimous consent provided by the association's attorney John Carrigan.
- ❖ Approve Pastelle / The Oaks New Insurance Policies Board discussion ensued pertaining to the implementation of the new insurance policies, the provision of additional coverage and the overall approximately \$8,000 the new policies were saving the community. J.P. Fougeron made a motion to approve the new insurance policies. The motion was seconded by Tony Yannucci. The motion carried unanimously.
- ❖ 6026 SE Turn Leaf Payment Plan: Board discussion ensued pertaining to the proposed payment plan for 6026 Turn Leaf. Steve Marcketta made a motion to require \$4,000 due by September 30,

2015, the \$740 quarterly assessments due by October 1, 2015 and all future quarterly assessment to be determined and paid on time, \$500 due by the 15<sup>th</sup> of each month starting October 15<sup>th</sup>, and to waive the \$175 in late fees but not waive or reduce the interest or legal fees on the debt. The motion was seconded by J.P. Fougeron. The motion carried unanimously.

- ❖ Collection Matters: The board discussed the current attorney report for delinquent accounts and payment plans. Steve Marcketta made a motion to initiate lien foreclosure action for 5136 SE Crooked Oak. The motion was seconded by J.P. Fougeron. The motion carried unanimously.
- ❖ Board and Grounds Committee Wish List: The board discussed 2016 budget items. The Grounds Committee presented their wish list for 2016. A budget workshop to start on the 2016 budget draft was scheduled and confirmed for October 14<sup>th</sup>, 2015 at 5:00pm at the First Services Residential Office in Port Saint Lucie.
- ❖ Installation of community library post: Board discussion ensued pertaining to the installation of a community library post. The board asked the manager Dawn Atwood to reach out to web master for the community website Amanda McLaughlin and ask her to conduct an owner survey whether they would like to have a library post installed in the community.
- ❖ Developer Turnover: J.P. Fougeron updated the board and advised that the association's attorneys are reviewing the claims and preparing to submit on or before September 30<sup>th</sup>, 2015.
- ❖ Discuss Proxies for election and obtaining approvals for document changes: The board discussed the upcoming annual meeting and election for the board of directors and options for obtaining proxies for the meeting. They also discussed options for obtaining owner approvals for documents changes that require the owner's approval.
- ❖ Monthly Violation Reports: The board asked management to provide a monthly violation report in the monthly board meeting packages for the board to review and discuss.
- ❖ Schedule the next board meeting: The next board meeting was scheduled for Thursday, October 22, 2015 at 6:30 p.m. at the Oaks Pool.

#### **OPEN DISCUSSION:**

- ❖ Board Members opened the floor to the homeowners in attendance for open discussion.

With no further business before the Board, J.P. Fougeron made a motion to adjourn the meeting at 8:37 p.m. J.P. Steve Marcketta seconded the motion. The motion carried.

Respectfully submitted,

Dawn Atwood, LCAM  
For and on behalf Dawn,