

## **APPROVED**

### **MINUTES OF THE BOARD OF DIRECTORS MEETING**

**JANUARY 17, 2022**

**CALL TO ORDER:** President Roberts called the meeting to order at 7:01 pm at the PBC Clubhouse.

**DETERMINATION OF A QUORUM:** A quorum was established with the following members present in person: Tom Roberts, Gwynne Jones, Tom Little and Mary Butts. Neil Johnson was present via zoon and our Association Manager, Hannah Feliciano, was absent (The meeting date was on a holiday and Lighthouse Property Management personnel had the day off.) There were eighteen (18) owners present in person and twenty-seven (27) owners present via zoom.

**PROOF OF NOTICE:** Notice of the meeting was posted on the Spoonbill Pool Bulletin Board in accordance with FL Statute 720.

**MEETING MINUTES:** A **MOTION** was made by Gwynne Jones and seconded by Tom Little, to approve the December 8, 2021 Special Board of Directors Meeting Minutes. *The motion passed.*

**BOARD REPORTS/COMMENTS:** President Roberts noted that over the past year our Association has had twelve (12) new owners, with an additional two (2) joining us this week; that he is aware of the problem with our grass; that a new irrigation pump has been installed today; and that there will be a walk through on Thursday to determine which sprinkler heads are not functioning. President Roberts also reported that problems with the newly initiated clickpay system will be addressed and rectified by next month. There are several owners who have not made the required second payment of the Special Assessment and several owners who have not made the required Two Thousand Five Hundred (\$2,500.00) Dollars initial roof payment. These individuals will be contacted. There will be an additional Roof Information Meeting at 1:00 pm at the PBC Clubhouse on Sunday, February 6, 2022. A representative from the Curry Roofing Company will be present.

The Treasurer reported that the 2021 Year End Financials will not be available until the end of January, 2022. As of the end of November there was approximately \$62,248 in the Operating Account and \$136,849 in the Reserve Account.

Gwynne Jones reported on the last Master Board Meeting. His written report is attached (Attachment 1). It was noted that in the past several weeks one gate security guard has died and another has retired. Due to the loss of the two guards, the Security Committee has opted for Remote Access for the shift 11 pm to 7 am. Residents can continue to use their car bar code for entry as usual. Visitors will use a digital kiosk. Permanent passes will remain the same and the abusers will be contacted. Over 80% of PBC is now under Smart Irrigation controls.

## COMMITTEE REPORTS:

- a. Social: Sue Reeder stated that there would be a Pool Party at 5:00 pm on Friday, January 21, at Spoonbill Pool; a Pizza Night Out at Joey D's at 5:30 pm on Monday, January 24 (let Sue know by January 23 if you will be attending). Upcoming events include a Baked Potato Bar Party on Friday, February 4; and a proposed Boat Cruise on Wednesday, February 16 as per the special flyer that was e-mailed out. Please reserve your spot and get money to Sue by February 3. Please remember the Spoonbill Lending Tree. Contact Char Young at 1237 for more details.
- b. Landscaping: The Committee delivered a letter to Brightview (our landscape contractor) this date documenting the problems our Association has faced, and is presently facing, with respect to the irrigation pump and associated irrigation problems and their impact upon our Association's landscaping (the dead grass). The letter was read to the residents. A copy of said letter is attached. (Attachment 2). A discussion then ensued concerning the pump/irrigation system and associated problems. The PBC Master Board and controlling Brightview individuals have repeatedly been made aware of these problems. Gil Castro volunteered to ensure that the pump is working correctly on a regular basis. It was noted that Brightview (who took over the WestBay contract with our Association) is a national company and presently appears to be not as concerned with client satisfaction as WestBay. Since the Master Board is responsible for the pump, it was suggested that they have a pump in reserve (if ours breaks down again). It was also reported that our Association has had no new sprinkler heads in the last four (4) to five (5) years. We will keep pursuing solutions to these problems.
- c. Maintenance: Gwynne Jones reported that a walk-around inspection has been completed. The Maintenance Committee's report is attached. (Attachment 3). The main problem is mildew on walls and gutters. Owners can fix this problem by spraying or brushing on a solution of 50% bleach and 50% water, letting it sit for fifteen minutes and then rinsing the area thoroughly. This solution can also be used on the mailboxes. An owner also suggested using "Spray It And Forget It" (available at Home Depot, etc.) for the mildew problem. Gwynne will also research costs for new mailboxes and/or numbers for the boxes.
- d. Architectural Review Committee: President Roberts reminded all that anytime owners do something that affects the outside appearance of their unit they must complete an Architectural Change Request Form. On behalf of the Committee, Sue Johnson reported that the Committee has established a "New Driveway Extensions Standard". Copy attached. It was noted that the Extensions Standard applies to single car driveways only. Two car driveways should not be modified. Gwynne Jones made a **MOTION**, which was seconded by Neil Johnson, that the Board accept the New Driveway Extensions Standard. *The motion passed.* A copy of this document is attached (Attachment 4) and it will be e-mailed to owners.

- e. The Nominating Committee will make their report under New Business.

## **OLD BUSINESS**

- a. Roof Replacement Project Update: Three (3) owners have not paid the initial Two Thousand Five Hundred (\$2,500.00) Dollars and two (2) owners have not completed the roofing form (forms to Bob Coughlin). A representative from Curry Roofing will be present at the scheduled Sunday 1:00 pm, February 6, Roofing Meeting at the PBC Clubhouse. Bob Coughlin reported that if we have two (2) crews the roof replacement should take approximately twenty (20) weeks (just short of six (6) months). Residents that go north before their roof is replaced need to leave their key with Tom Roberts. Owners/residents need to remember to remove all items from their decks. Curry will be mindful of the plantings/shrubs.
  
- b. Pool Project Update: The Project is completed. There is a problem with respect to the pool and spa temperatures. We need to ascertain if the problem is with the flow or a heater problem. Pools by Lowell will be checking the flow and Pools by Alex will be requested to check the heater.

## **NEW BUSINESS**

- a. Nominating Committee: At a Special Meeting of the Board of Directors on December 8, the Board appointed Gil Castro, Sue Johnson, and Dexter Wright to serve on the Nominating Committee. On behalf of the Nominating Committee, Sue Johnson reported that there are two (2) positions up for election on the Board. Gwynne Jones will be seeking reelection and Neil Johnson will not seek reelection. The Nominating Committee is recommending the appointment of Gwynne Jones and Dexter Wright to fill the two (2) Board positions for the 2022 Annual Meeting election. A **MOTION** was made by Mary Butts and seconded by Neil Johnson to accept and approve the Nominating Committee's recommendation of Gwynne Jones and Dexter Wright to fill the two (2) Board positions for the 2022 Annual Meeting election. *The motion passed.* The recommendations of the Nominating Committee will be distributed to the membership with the notice of the Annual Meeting. Other nominations may be made from the floor.
  
- b. Other New Business: The President reported that he received a proposal/contract with respect to rodent control today. It will be reviewed and he will report further.

## **OWNER'S COMMENTS:**

An owner suggested that we could call upon the Management Company to assist in contract issues.

It was noted that Brightview is forming a tree trimming division.

An owner wishes the Master Board to purchase an additional pump so we have it in the ready if our pump fails again.

**NEXT BOARD MEETING:** The next Board meeting is our Annual Meeting and will take place on February 21, 2022, at 7:00 pm at the PBC Clubhouse.

**ADJOURNMENT:** With no further business, the meeting was adjourned at 8:40 pm.

Respectfully submitted

Mary Butts for Hannah Feliciano