

APPROVED

MINUTES OF THE BOARD OF DIRECTORS MEETING

APRIL 18, 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 directors present in person: Tom Roberts, Tom Little, Dexter Wright and Mary Butts. Gwynne Jones was absent (enroute to Pittsburgh) as well as our Association Manager, Hannah Feliciano, (who had a vacation day). In addition to the Board members, there were twenty-five (25) owners present in person and six (6) owners present via zoom.

PROOF OF NOTICE: Notice of the meeting was posted on the Spoonbill Pool Bulletin Board on Friday, April 15, 2022, in accordance with Florida Statute 720.

Due to Holidays, (Good Friday, Easter Monday,) March Financials and Minutes of the previous meeting were not yet provided.

BOARD REPORTS/COMMENTS: President Roberts stated that this was our last meeting until next fall (October 17). We were reminded to make sure that Lighthouse has a contact number and address for those owners who were heading north for the summer. Owners need to be cognizant of taking precautions when closing their unit for the summer. (plastic wrap over toilet bowls, opened food items in refrigerators or tin cans, etc. to avoid pest problems). We now have rodent abatement program in place as well.

Tom congratulated Gil Castro on becoming the new PBC Association President, and wished all departing owners a safe trip and good summer.

There is no Treasurer's report since March financials were not yet received from our Management Company.

COMMITTEE REPORTS:

- a. Architectural: Bob Coughlin reported on behalf of the Committee. Art Gouriluk has resigned (sold his unit), and Sue Johnson has moved to the

Landscape Committee. Other current members include Paulette Arsenault, Peggy Horlander, and Pat Vanderstouw. Bob stated that after the Roofing Project is completed, the Committee would like to see where we want to go as a community. They want input from our Association residents. He reminded us that we need to submit an Architectural Change Form to make changes to the outside of our units before any work/changes are commenced.

- b. Social: There are now Three Social Co-Chairpersons: Gloria Wright, Joan Mantel and Mary Roby. The Clubhouse Deck and Activity Room have been reserved for three summer social events: Memorial Day, 4th of July and Labor Day. Mary Roby will be planning the summer events and more information will be circulated closer to these dates. The Chairpersons will have a full Social Committee Meeting in the fall as well as circulating a Fall Newsletter. A potluck is planned for October 7.

- c. Landscaping: The Committee is now comprised of Judy Coughlin, Joan Feldkamp, Paula Little, Ruth Loveless and Sue Johnson. Judy Coughlin reported for the Committee and hoped all had read their e-mail communication (that Tom sent out—copy attached) outlining their priorities going forward. Since the e-mail communication, the Committee has: (1) revised and simplified the Landscaping Request Form, which will be e-mailed to all shortly. Owners need to fill out the form if they are requesting new or maintenance landscaping work to be done. The form should be e-mailed to Judy at jhallcoughlin@gmail.com or dropped off at her unit (1261 Spoonbill). All requests will be logged in by date, reviewed bi-weekly and responded to once reviewed by the Committee. (2) The Committee had a meeting with Chris Clemmer, (BrightView Account Manager/Landscape Maintenance) to share the Committee's priorities and to discuss the Dead Grass Warranty, particularly with respect to Perico Point Circle. The Committee will meet with Chris every six weeks. After the meeting with Chris, the Committee surveyed each lot included and verified work to be completed with the owners. Grass replacement started on April 15 at unit 1330 and will continue as roofing is completed on Perico Point Circle. (3) The Committee met with Nick Crutcher (BrightView Landscape

Designer) to share the Committee's design ideas and to confirm viability. The key objective is to standardize the basic look and feel of the lots in a way that maximizes visual appeal and incorporates low water ground covers, trees and shrubs. Nick will provide the Committee with a no-charge proposal that includes three options for a villa side lot and two options for a driveway median. These proposals are to be received by April 20. The Committee will request alternate proposals from one to two additional designers and after review of all, a designer will be selected. (4) The Committee will be requesting a meeting with Brett Taylor (BrightView Account Manager for Irrigation) later this week. Testing and fixing our current irrigation system was started on April 14. Judy asked that residents complete, and submit to her, a Landscaping Request Form if you know that irrigation is not working at your unit. (5) The Committee will meet with Tom and Terry's Tree Service to discuss trees already scheduled to be removed this spring.

It was stressed that we need to continue to establish a landscape footprint that is drought tolerant.

- d. Pool: There was no Pool Committee report.
- e. Master Board: PBC President Gil Castro informed us that (1) BrightView has lost Technician Matt Crowley and that a request for a second Technician is in the works; thus we would then have two Technicians. Gil said they met with senior individuals at BrightView on Friday, April 15, and that all new Water Committee projects would be put on hold until BrightView catches up. (2) The Board Walk by the Blue Roofs is closed because it has dropped about a foot. This issue is being addressed as to structural/support repairs and safety. (3) BrightView has engaged the services of a pump consultant to analyze and audit the sixteen pumps (eleven irrigation pumps and five well pumps). It was noted that equipment is underground and the system is thirty years old.

OLD BUSINESS

Bob Coughlin presented a Roof Replacement Project Update. The Project is going well and the first four buildings are essentially completed. There were one or two minor problems which were addressed and solved. Gator Gutters has measured the first four buildings and will be sending Bob invoices which will then be e-mailed to owners. Bill Thornton has started connecting the ducts for fans and vents as requested by owners. Once Bob has received the invoices from Curry, they will be forwarded to owners, who can pay by check, credit card or financing plan. Bob asks owners for a quick turnaround on the payments. The following relates to your unit's roofing: Curry is using all the driveways. They have a small portable dumpster for single car driveways and a large dumpster for the two car driveways. Owners are requested to move their cars out of the driveways for the entire time Curry is working on your building. If a car is left in the garage it could get trapped by a dumpster for several days. All deck furniture and items on deck should be removed to avoid possible debris from hitting same. Same for Courtyard items. Let Bob know if you need assistance in moving things. As a precaution, take down valuable artwork or items on your walls as you see fit. Most things should be safe, but there may be vibrations and Curry has to re-nail the roof trusses with about a thousand nails, so there will be a lot of noise and banging. Curry will put down tarps to catch debris, but gravel, nails and bits get everywhere. Curry cleans up and the end of the day but owners should be on the lookout for small nails, etc. A more thorough cleaning will be done when the building is completed, but please be proactive in spotting possible nails in driveways and streets. The units with skylights could have some debris fall into the unit while work is being done on them. Move any furniture from under the skylights and put down some sheets/tarps to catch anything that might fall. Also, the dryer vents will be covered when the shingles are removed with peel and stick material until the new vents are installed. This means your dryer will not dry properly until the material is removed and new vents are installed. This should only take a few days.

Bob also stated that an updated roofing schedule has been sent out by e-mail (copy attached). Curry is now running about nine days per building.

Other Old Business: Arlene Sargeant updated us on the work of the Lakes Committee, which is now part of the overall Water Management Committee. Beautiful Ponds, BrightView and the Water Management Committee are continually coordinating and testing. They are looking at thicker buffer zones and no fertilizer zones and have had algae summit meetings. The lakes are tested regularly regarding fertilizer and designated "spotters" will be on the lookout for algae growth during the summer months.

NEW BUSINESS: Just a reminder that we will have a remote guard on duty at the PBC entrance from 11:00 pm to 7:00 am in the near future.

OWNER'S COMMENTS: An owner reminded us again to make sure our Management Company has current summer contact information (phone number and address) for those owners who head north in the summer. Please call Hannah's Assistant, Amy Miller, at (941) 460-5560, extension 302, with that information or e-mail her at "amy.miller@mgmt.tv".

Arlene Sargeant also related a problem with credit card payment for insurance. She alerted residents to check the payment taken out against the bill.

NEXT BOARD MEETING: The next Board Meeting will take place at 7:00 pm, October 17, 2022, at the PBC Clubhouse.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:05 pm by President Roberts.

Respectfully submitted,

Mary Butts for Hannah Feliciano

Landscape Committee Introduction

1 message

Thomas Roberts <troberts4520@yahoo.com>

Fri, Apr 8, 2022 at 11:56 AM

Dear Courtyard Homes Neighbors,

We want to introduce ourselves as the new landscape committee. We are reviewing the information provided and developing a plan to move forward with the landscaping of our area for the next few years. As you know, the yards have taken a big hit this year with the failure of the pump, problems with the irrigation system and increasing salinity of our water.

We wanted to inform you of the plan going forward.

1st priority: Test the sprinkler system and ensure that all are working correctly. Brightview has a dedicated sprinkler person who will work with us to show where the sprinklers are located and fix those that are not operating correctly.

2nd priority: Brightview has allocated funds to replace the sod that was burned up due to pump and irrigation problems. They will replace sod starting with Perico Point Cir and continue down the the street as the roofs are finished. They will increase the watering to nightly for the 1st month to ensure that the sod takes hold.

3rd priority: Look at the space between the Grand Caymens from the AC stands to the lake and provide shells or stones, to eliminate water usage and prevent further nutrient leakage into the lakes.

4th priority: Work with Brightview to get the schefflera trimmed away from the houses and down to height below the level of the roof. Please let us know if you have a schefflera that falls outside of these parameters.

5th priority: Develop a landscape plan for common areas such as the island turning into Spoonbill and the area around the pool.

By the beginning of the fall we should have a good idea of how the re sodding took and what the next steps need to be. We will also have a new landscape change form for your use . Any changes that you want to make need to be submitted and approved. Designs will be developed and provided for your use. if you want to change your areas. It is going to be a learning experience for all of us and we look forward to working with you. If you notice the lawns beginning to dry out please let us know. Those of us that are here this summer will keep watch over things and hopefully it will be green and beautiful when you return.

Thank you to Judy and Evanne for your hard work. We look forward to continuing what they started.

Submitted by the new Landscape Committee: Judy Coughlin, Joan Feldkamp, Sue Johnson, Paula Little and Ruth Loveless

Roofing Schedule

Start Date 3/28/2022
Days per building 9

Building	#'s	Approx. Dates as of	
		Start	Finish
P	1280 - 1272	18-Apr-22	27-Apr-22
O	1270 - 1262	19-Apr-22	27-Apr-22
N	1260 - 1252	27-Apr-22	6-May-22
M	1250 - 1242	28-Apr-22	7-May-22
L	1240 - 1232	6-May-22	15-May-22
K	1230 - 1222	7-May-22	16-May-22
J	1220 - 1212	15-May-22	24-May-22
I	1210 - 1202	16-May-22	25-May-22
H	1209 - 1201	24-May-22	2-Jun-22
G	1219 - 1211	25-May-22	3-Jun-22
F	1229 - 1221	2-Jun-22	11-Jun-22
E	1239 - 1231	3-Jun-22	12-Jun-22
D	1249 - 1241	11-Jun-22	20-Jun-22
C	1259 - 1251	12-Jun-22	21-Jun-22
B	1269 - 1261	20-Jun-22	29-Jun-22
A	1279 - 1271	21-Jun-22	30-Jun-22