

Approved

BOARD OF DIRECTORS MEETING MINUTES

January 16, 2023

CALL TO ORDER: The meeting was called to order by Board President Thomas Roberts at 7:00 PM on Monday, January 16, 2023 at the PBC Clubhouse.

DETERMINATION OF QUORUM: A quorum was established with the following Board Members present in person: Thomas Roberts, Gwynne Jones, Thomas Little, Dexter Wright and Mary Butts. The Association's new Portfolio Manager, Katarzyna (Kat) Nowakowski, was not in attendance since January 16, 2023 was a holiday for Lighthouse Property Management (Lighthouse).

APPROVAL OF MINUTES: Minutes of our November 21, 2022 Board Meeting have not been furnished to us by Lighthouse to date. They will be approved at the next Board of Directors Meeting.

REPORT OF OFFICERS: President Roberts stated that Lighthouse has been our Property Manager for approximately one and one-half years. Our initial Portfolio Manager, Hannah Feliciano, left Lighthouse approximately six months ago. Bill Lutes has served as our temporary Portfolio Manager since that time. We have now been assigned a new permanent Portfolio Manager, Katarzyna (Kat) Nowakowski. The President informed everyone of the PBC President's notification that there was an accident involving a motor vehicle and pedestrian (jogger) within PBC. We were all urged to obey the speed limit and be cautious while driving and walking to insure that we have no further incidents. We are still having ongoing discussions as to the "blue bin" pickup with the County as are other Associations. The Master Board has taken over resolution of this issue. The President stated that he and the entire Board are concerned about the timely issuance of materials/financials to our Association. Our displeasure has been made known to Lighthouse. Since we have not received financials for November 2022 (December 2022 financials not due until January 20, 2023) there will be no Treasurer's report.

COMMITTEE REPORTS:

Roofing: Bob Coughlin gave an overall progress report. The project has been satisfactorily completed. We have a twenty-five (25) year warranty for labor and materials from GAF with no wind limitation. All residents have paid their respective bills and we have been issued wind mitigation certificates for all buildings (which have been passed on to our insurance agent and carrier). We had no roof problems with respect

to hurricane Ian. Bob stated that in the future if anyone has a leak/damage they should contact him to get the project number, since damage issues need to be filed under Courtyard Homes Association and not the individual unit owner (we do not want to run into any transferability issues). The gutter replacement was the weak link in the project. The gutter company was lacking in follow through and communication. Bob has list of all remaining gutter issues and Gator Gutters will be addressing same starting this Thursday. (Bob's progress notes are Attachment 1 hereto.)

Landscaping: Judy Coughlin reported on behalf of the Committee. She stated that all residents should use the Landscape Request Form for new or maintenance landscape issues. The Committee has arranged for mulching, which will start this week. Mulching was not included in the BrightView Contract and the Committee has arranged for same with another vendor. Mulching will be done to the AC units and the color will be dark brown. The next areas of focus are the pool area and the entryway to Spoonbill Landings Circle. Also, two to three owner areas will be used as models to showcase what can be done with landscaping (drought tolerant/low water) for those wishing ideas for their respective spaces. The Committee has continuing issues with BrightView. Charlie Ramirez is the overall acting manager for PBC. The Committee will be keeping a spreadsheet (including information from the Landscape Request forms) of work to be done within our Association. A meeting with BrightView is scheduled for January 20 and expectations for 2023 will be discussed as well as continuing issues with landscaping and irrigation. It was noted that BrightView will not trim trees higher than ten feet.

Maintenance: Gwynne Jones reported for the Committee (Dexter Wright, Bruce Barackman and himself). General issues include: schefflera plants trimmed to ten feet; inspection of privacy walls to make sure they are not pulling away from house walls, clean gutters at least yearly of debris; remove mildew (spray or brush solution of 50% clorox 50% water—let stand fifteen minutes and rinse area well); paint (according to paint standards) or replace (Sign Factory—6600 Manatee) street number signs; trim plants around mailboxes. The Committee has inspected all units and has filled out a form for every owner indicating what issues need to be addressed. Each owner will get a copy of same. Paint Standards for our Association are Attachment 2.

Architectural: Bob Coughlin reported on behalf of the Committee (Paulette Arsenault, Peggy Horlander, Bill Smith, Nancy Kretzler and himself). The Architectural Change Request Form has been updated (revision date of January 5, 2023) and a copy can be obtained from any Committee Member (it was also e-mailed to all owners on January 6 2023, along with other information, by President Roberts). The Committee plans to activate the Courtyard Homes section of the PBC website and will include information

pertinent to our Association for easy access and transparency. The Committee also intends to post a detailed breakdown of exterior repairs with pictures on our part of the website. The Committee performed their annual walk through and inspection of the property. Outstanding issues included window replacement without the proper grids, and driveway extensions. A full report will be presented at the February meeting. (The Committee's Notes are Attachment 3 hereto).

Social: Joan Mantel reported on behalf of the three Coordinators (Gloria Wright, Mary Roby and herself). There will be a Beach Breakfast at Holmes Beach tomorrow, January 17 at 8:30 am; JoeyDs night on Monday, January 23, and a pool party on January 27. Please read your Newsletter for further information. Spoonbill will be in charge of the revamped Cafe On The Deck on February 6. (Simplified event with muffins, coffee cakes, doughnuts, juice and coffee only.) We will set-up, clean-up, decorate and provide food for the event. Evanne Maher is coordinating. Again, please read the February Newsletter (to be delivered next week) for details for February events.

Pool: Dan Gibson reported on behalf of the Pool Committee. He indicated that the pool was in good shape. We need to do some painting and Bill Thornton has been contacted. There was an issue with the water being cold. The filters were clogged and have been changed.

Road: Bill Smith reported on behalf of the newly formed Road Committee. The Committee is looking into all options (sealing, repaving, etc.) The Committee is aware of two areas of the road that need real work soon. They have obtained a quote for repaving (\$59,000.00) the road and will get additional one(s) as well as quotes for resealing.

OLD BUSINESS: Several owners, who pay by coupon, stated that they have contacted Lighthouse about non-receipt of their coupon books. They have not received any return calls or e-mails. The President will pursue answers regarding non receipt of the Coupon Books and non return of calls.

NEW BUSINESS: The President stated that our Annual Meeting will be held next month—February 20. Sue Johnson will serve as Chairman of the Nominating Committee. There are three Director positions expiring. Anyone who wants to run for the Board should contact Sue Johnson. Dexter Wright reported on the new contract with Spectrum. Spectrum presented a proposed contract with options. After negotiations with Spectrum a bulk rate per month of \$50.00/door plus fees and taxes (as opposed to the \$60.00/door plus fees and taxes) was obtained along with TV Select

with Entertainment View package; two (2) boxes; Spectrum Ultra 500M; and a Ten Thousand (\$10,000.00) Dollar one-time door fee. Dexter will provide further information at the next meeting (regarding specific channels included, etc.).

OWNER COMMENTS: An owner noted that he did not receive a copy of the Board Meeting Agenda for tonight's meeting. He noted that in the past Lighthouse has e-mailed same. He would like this to continue. Another owner wondered if we had ever had a Reserve Fund Study performed. We have not had one done. (Since we are an HOA and not a condominium, there are no requirements for us to have reserve funds. It was thought prudent, however, for us to have same.)

NEXT BOARD MEETING: The next meeting will be our Annual Meeting, which will occur on February 20, 2023.

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

Respectfully Submitted,

Mary D. Butts, on behalf of Kat Nowakowski

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Roofing Committee

Progress Report 1/16/2023

Bob Coughlin

The roof project is done. Overall I am very happy with how it worked out. We got quality work and service from Curry. A 25-year warranty for labor and materials from GAF with no wind limitation. A very pretty and modern color. Everyone paid their bills on time with no hassles other than a little web confusion. The financing work for those who chose it. Wind mitigation certificates for all buildings. And we came through the Hurricane Ian and Tropical Storm Nicole with no major problems. And, Curry honored our pre-Covid pricing proposal even though the prices had started to go up.

Some numbers

Roof removal and replacement (not including rot, skylights, solar tubes etc.)

Grand Cayman with 2 car garage - \$10,800

Middle unit with 1 car - around \$8,800

Final Cost including skylights, solar tubes, diverters, kitchen vents, rot, etc.

Grand Cayman low \$10,992.04, high \$13,253.29 (my unit - \$776.25 in rot).

Middle unit lowest cost \$8,871.81

Total rot replacement \$31,614.80 which is 3% of the total contract.

Total cost not including gutters \$1,072,706.

There are a couple of items yet to be resolved. Garage door at 1217, Russ's \$90, Marv's diverter, and I need a Project Number for our GAF claims. Basically, if you have roof damage, we need to file it under Courtyard Homes Associates. Not the individual unit owner. This is because we don't want to run into transferability issues down the road. If you have a leak, let me know and I will give you the project number, when I get it.

Curry will take care of these issues. I just have to be the squeaky wheel.

Gutters

The weak link in our roofing replacement. We got good product and for the most part good installation. But poor attention to detail, follow through and communications.

I have a list of all the gutter issues I know of, including the courtyard on some units. I sent this to Amber at Gator Gutters and they are coming Thursday to start working on them.

Big thanks again to Bruce Barackman for filling in for me when I was gone over the summer.

ATTACHMENT 1

**Courtyard Homes Association, Inc.
at/a Spoonbill Landings
Paint Standards**

WOOD TRIM

Spot prime raw areas
First Coat
Second coat

#510 Super-Seal Alkyd Enamel
#692 Aquaseal Latex Surface Conditioner
#420 Ultra 100% Acrylic Velvet Supercoat
Color - Shoreline White

SIDING

First Coat
Second Coat

#692 Aquaseal Latex Surface Conditioner
#420 Ultra Exterior Superpaint #8211
Color - A-5 B-47 LITM Dauphine Gray

ENTRY AND SERVICE DOORS

First Coat
Second Coat

#692 Aquaseal Latex Surface Conditioner
#430 Ultra 100% Acrylic Semi-gloss Supercoat
Color - 13B-1P Mortar Gray

GARAGE DOOR

First Coat
Second Coat

#692 Aquaseal Latex Surface Conditioner
#430 Ultra 100% Acrylic Semi-gloss Supercoat
Color - 13B-1P Mortar Gray

STUCCO

First Coat
Second Coat

#692 Aquaseal Latex Surface Conditioner
#420 Ultra 100% Acrylic Velvet Supercoat
Color - White

DECK

#460T, Color - Mortar Gray

GUTTERS/DOWNSPOUTS

#692 Aquaseal Primer

SIDEWALKS/COURTAYNDS

TropiCrete - Natural Concrete

MISC - EXTERIOR METAL INCLUDING GATE

First Coat
Second Coat

#690 Aquaseal Latex Surface Conditioner
#440 Ultra 100% Acrylic Gloss Enamel
Color - Black

MISC - ADDRESS SIGN

ACE Premium Royal Exterior Satin -
Color - Dark Triumph F45

NOTE: These paints are available from Florida Paint (previously Scott Paint) located on Cortez Rd. Near the Walmart. Address Sign available at ACE Hardware.

ATTACHMENT 2..

OMH

Architectural Review Committee

Update Report 1/16/23

Submitted By: Bob Coughlin, Paulette Arsenault, Peggy Horlander, Bill Smith & Nancy Kretzler

1. We are happy to have the committee at full strength with the addition of Bill & Nancy. We have a full plate of tasks that we are working on.
 - a. We have updated the Architectural Change Request form. Tom emailed that out to everyone. The newest version of this has a revision date of Jan 5, 2023. If you don't have the form Tom sent you can get one from any of the members of the committee.
 - b. We are going to activate the Courtyard Homes section of the PBC website. We are working on putting the Architectural Change Request form, the Courtyard Homes Declaration of Covenants and Restrictions, the Rules and Regulations, approved paints/paint colors, all approved Architectural Change Standards on the website for transparency and easy access.

The property is getting to the point where there will be lots of major repairs required. We want to make it as clear and easy as possible to know what you can and can't do. We are going to be posting a detailed breakdown of exterior repairs with pictures so if say you want to redo your deck you will know and can see how to do it.

What does or does not require a Change form?

DOES

- i. Only exterior changes
- ii. Replacement/renovation of Major items – Doors, windows, siding, decks, patios, walkways and driveways, adding/attaching things to the buildings – lights, flags, decorations, trellises. etc
- iii. Courtyard Changes – There is a lot of freedom on what you can do in the courtyards but you have to submit a change request for changes.

DOES NOT

- iv. Interior changes
 - v. Minor repairs and painting.
- c. We did our annual walk through inspection of the property. The big items that we observed are;
 - i. Units that have replaced windows without the proper window grids.
 - ii. Driveway extensions.
 - iii. The full report will be submitted to the Board at the February meeting.

Any windows that are replaced need to have the same grid pattern as the original windows. Due the expense involved, existing windows without proper grids do

not have to be replaced. But when they are replaced they need to have the original grid pattern.

We are going to talk with any owners who don't have approved driveway extensions and review options. 1268 & 1266 have the approved driveway extensions. For those interested, 1217 requested and was approved to extend the driveway to the street with concrete matching the existing shape of the driveway.