

Approved

**MINUTES OF THE BOARD OF DIRECTORS MEETING
COURTYARD HOMES ASSOCIATION
MARCH 20, 2023**

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, Gwynne Jones, Dexter Wright and Mary Butts. Our Lighthouse Association Manager, Kat Nowakowski, was scheduled to be in attendance, but she did not appear.

PROOF OF NOTICE: Notice of the meeting was posted on the Spoonbill Pool Bulletin Board on Friday, March 17, 2023, in accordance with Florida Statute 720.

REVIEW OF MINUTES: We are awaiting the Minutes of our November 2022 meeting taken by Bill Lutes from Lighthouse. Our CAM was not in attendance at our January Meeting and Minutes were taken and provided to Lighthouse. Lighthouse has not sent the draft minutes out to the Board for review.

BOARD REPORTS:

President's Report: President Roberts reported that this is our last meeting with Lighthouse as our Property Manager. It was noted that Kat Nowakowski worked hard to provide needed information to us. Lighthouse is moving its back office to Texas in their association with RealManage of Texas. Sunstate Association Management Group will be our new Property Manager commencing April 1, 2023. Tom reiterated the information contained in his e-mail to owners of March 19, 2023, of how to pay our dues commencing with our April payment. If owners pay by coupon, they should continue to send their coupons to the current address. There will be no change for them. If owners pay by ClickPay or Check they should now pay by check, payable to Courtyard Homes Association, Inc. and send to: Sunstate Association Management Group, PO Box 18809, Sarasota, FL, 34276. (Owners should cancel their monthly ClickPay withdrawal by clicking on Auto Pay, in the ClickPay website, and clicking on CANCEL.) Tom will check on what to do for those who pay through their banks. Tom also reported on two issues. The first being a significant accident in the ladies' restroom that was not cleaned up and required the hiring of a cleaning service to take care of same. The second issue was that of an owner constantly parking a large truck in the pool parking spaces. The owner was notified and has agreed to park the truck in their respective driveway or at the end of Spoonbill where parking spaces are usually available. Owners were reminded to clean up after their pets. Also, in the next week or so, you may see someone taking pictures of our Association homes. This is being done in connection with a new property appraisal for our Association. A copy of the President's Report is Attachment 1 hereto.

Treasurer's Report: The year end Treasurer's report is Attachment 2 hereto. (We did not get our December/Year End Financials until Friday, February 17, 2023, and promised to report on same at our March Board Meeting.) We have not received our financials for January or February, 2023 from Lighthouse.

COMMITTEE REPORTS:

Social: Joan Mantel reported for the three Co-Chairwomen. Joan thanked Judy Jones and Sharon McAlpine for coordinating our Dinner and Revue on March 10. She reminded us of the March upcoming events (Beach Breakfast, Pool Party) and the Pop Stroke Outing on Monday, April 3. She reminded us to check the April Newsletter (to be delivered by the end of the week) for upcoming April events.

Landscaping: Judy Coughlin reported on behalf of the Committee. Judy updated us on new activities since our last meeting, reported on requested and delivered quotes from BrightView for six specific Landscape Requests, and reported on three tree-trimming requests. A copy of the Committee Update Report is Attachment 3 hereto. Judy also reported that the Committee was concerned about the health of the two palms in our street entryway island. The Committee is obtaining bids for the redo of the Spoonbill Entryway Island. The entryway plants that are not being used will be made available to owners upon request. An owner asked what was in the BrightView Contract. Judy and the Committee will compile an overview/summary of the present contract. The ideal of adding several parking spaces at the pool area will be looked into. It was also noted that irrigation takes place two times per week (presently Tuesday and Thursday). The question of whether these dates could be more balanced was brought up.

Maintenance: No report. Dexter Wright did report on the dryer vent cleaning. This will take place on March 28 and 29. Fifty owners have signed up for the Sixty (\$60.00) Dollar cleaning by Amerovent. (Cash or Check to Amerovent). Odd numbered units will be done on Tuesday and even numbered units on Wednesday. The Company does need access to your unit. Please provide a key to Dexter (or make arrangements with a neighbor) if you will not be home on your respective date. Gwynne recommended that all consider the vent cleaning, since dirt, etc. may have gotten in during the roofing process.

Dexter reported that the new Spectrum contract commences tomorrow, March 21. Those needing new equipment have been sent same. He also provided a listing of additional channels now being provided with our new contract and the bulk service customer service line number 833-697-7328.

Architectural: Bob Coughlin reported for the Committee. The Committee did a walk around and sent notes to fourteen (14) owners regarding specific items. Most are fixing or complying with items to be fixed. The Committee is also: looking into getting a website up on the PBC website; looking into establishing standards for a number of items, i.e. window/door replacement, etc.. If owners are doing repairs an Architectural Change Form (ACF) is not required, but owners do need to fill out an ACF for work to be done on the outside/exterior of your building. Notices were sent out to owners who have not maintained the same window grid

patterns as the Association require. Bob reported that the Driveway Extension Standard for single garages has been updated to require that the extensions be professionally done. Also, it is the decision of the Committee in the best interest of our community to only allow driveway extensions for one car garages. The Committee is not allowing extensions for two-car garages. The Committee will also make a recommendation to the Board with respect to lawn ornaments. Bob advised that for safety sake, a drone will be used to inspect the back of the buildings. Owners will be notified before inspection. Bob also indicated that the Committee will put together language to present to the Board for a system of fines for non-cooperative or non-complying owners.

Pool: There was no Pool Committee Report. No members of the Pool Committee were present.

Master Board: Lynn Zemmer, our Association's Representative to the Master Board, reported that the Master Board has requested that when you call in to guard house regarding visitors, do not leave a long, involved message; just state the name of the visitor(s). Also, remember to check the website, "pericobclub.com", where you can obtain valuable information. The Board is looking to replace the flagpole. Please note the addition of the TV Monitor sign by the guardhouse and the messages posted. The speed of cars and e-bicycles in our community continues to be an issue. The Master Board is concerned about the safety of all-cars, bicycles and walkers. Several people are looking into a "Seminar For Safety". This Thursday, March 23, is the PBC Job Fair Event. Owners are invited to come to the Clubhouse (12:30 to 2:30, lunch provided) to meet your Master Board and learn about all of the Committees and what they do. This will be an opportunity to share your talents and join one of the Committees (Courts, TLC, Pool, Boardwalk, Social, Water Management, Watercraft and Waterways, Infrastructure and Clubhouse, Security and IT and Mangrove).

OWNER COMMENTS: President Roberts wanted to allow more time for owners' comments/questions, so this item is being moved to after the Committee Reports..

Question (Q) Are we a condo or an HOA?

Response (R) President Roberts stated that we are an HOA (Home Owners Association). This is important with respect to insurance. If condo-only insure exterior of the building. We get insurance as an HOA so that the building will be built back to the original specs. The individual owners would then insure for upgrades to the original specs. It was noted that owners should take pictures of their units to documents the upgrades that they have made.

Q. What are the purple flags that we see?

R. They mark irrigation lines.

Q. How long do the flags need to be kept up?

R. Tom does not know, but he will check on this.

Q. How do we now pay our dues.
R. Tom repeated information contained in the President's Report Section of these Minutes.

Q. Can postdated checks be sent for payment of dues?
R. Tom does not know answer to this question, but he will check with Sunstate.

Q. Is there a section on irrigation in the BrightView Contract?
R. Gil Castro noted that there was an irrigation section in the Master Board BrightView Contract and that they were to do a walk around once a month. We will check our Association contract with BrightView. Tom indicated that the question is are they doing the job to the level that needs to be done?

Q. An owner indicated that he thought the system was not working the way it should.
R. It was noted that this should be documented by the owner and brought to the attention of Dan Gibson (Irrigation Representative for our Association).

Q. Who do we call re: Pool.
R. Call or contact Dan Gibson or Russ Feldkamp.

OLD BUSINESS: None

NEW BUSINESS: An appeal from the decision of the Architectural Committee to not allow driveway extensions for units with two car garages was made to the Board. The owner making the appeal had installed a driveway extension on a two car garage unit without first filling out an Architectural Review Form. A discussion then ensued and comments were made by owners whereupon the Board unanimously upheld the decision of the Architectural Committee to not allow driveway extensions on two-car garage units.

NEXT BOARD MEETING: The next Board Meeting will take place at 7:00 pm, April 17, 2023, at the PBC Clubhouse.

ADJOURNMENT: There being no further business, the meeting was adjourned at 8:40 pm by President Roberts.

Respectfully submitted,

Mary Butts, for Kat Nowakowski

OYH

PRESIDENT'S REPORT

I start this meeting with some mixed emotions. This is our last meeting with Lighthouse Property Management as our Property Manager. As you know, we have decided to move to a new company, Sunstate Management, effective April 1, 2023. While Kat has been our Property Manager for a short period of time, she has worked hard to provide the Association with the needed information and assistance.

We will be hearing more from Sunstate Management in the near future to help in the transition. I have already indicated how you will need to pay your monthly fees at least for the balance of the year (coupons, no change; All others will need to send a check to the address I supplied this past week end and that will be found to the welcome letter coming to each owner from the head of Sunstate Management.

As you will hear from Mary, we do not have any financials for January or February. She will provide some information on the 2022 Financials, now that we have had an opportunity to review. Remember, at last month's meeting we had only received the year end statements the Friday before the Annual Meeting. We would hope that the financials covering the first three months of 2023 will be made available shortly.

Over the course of the past month, I have received information on a couple of issues, one of which caused the Association to incur an expense not within the norm; someone had a significant accident in the Ladies restroom at the pool and made apparently no effort to clean it up. That is not how it should be. Associated with this issue, it has been reported a number of sightings of dog poop on the grass. While we don't know which dog (it may not be one from our association, it is the responsibility of the owner to pick-up after their animal.

The other issue is parking at the pool. I have been in contact with the owner of the truck that has been at the pool on a permanent basis; indicating that we try

ATTACHMENT 1

not to allow extended parking at the pool given that many of the owners drive to the pool on a daily basis. Hopefully this will be corrected soon.

We will be hearing from the Architectural Committee on a new driveway extension standard. This will be a first, but is necessary as we look to maintain a consistent appearance within the Association. Violators will be asked to remove any work that does not comply with the new standard. The Committee is working on some additional standards which we will hear about when they are prepared.

You may see an individual(s) walking around the property taking pictures of the buildings. This will be the appraiser doing an update to the value of each building for insurance purposes.

We now begin to move into the departure season within the community. All of you who will be travelling back to your non-Florida home, I wish safe travel and will look for your return next fall.

Although the agenda indicates that owner comments will be the last item of business, I am going to change that to follow the Committee Reports to allow time for your comments.

CNH

**TREASURERS REPORT
FOR YEAR ENDING DECEMBER 31, 2022**

Our Operating Budget for calendar year 2022 was \$661,622.00. General Fund Income for the twelve month period was \$2,191.00 over budget (in other words we received \$2,191.00 more than expected) while expenses were over budget by 16.17% for a net loss of approximately \$104,771. The over budget categories were administrative expense and maintenance expense. Insurance was the over budget line item under administrative expense and accounted for the bulk (approximately 87%) of the over budget expense amount. The line items over budget under maintenance expense were pest control (this is the line item where we dealt with the rodent problem), termite control and building maintenance/repairs. Budget shortfalls were addressed by using reserve fund monies. The reason for our \$500.00/unit special assessment in November was to build up our reserve funds. As per the December 31, 2022 financials, \$44,500.00 was received from this assessment. (As an aside the Board has included a line item to add to our reserves in our 2023 budget. Specifically, in 2023, \$20.00 of your monthly dues, or \$24,000 annually is earmarked for reserve funding).

JANUARY/FEBRUARY 2023 REPORT

Unfortunately, to date, we have not received any 2023 financials from Lighthouse. The January 2023 financials were due on February 20, 2023 and the February 2023 financials were due today, March 20. Needless to say, we have requested this information from Lighthouse.

ATTACHMENT 2

Landscaping Committee Update
Courtyard Homes Association Board Meeting
March 20, 2023

- Thank you to owners who continue to submit Landscape Change Requests. Extra copies are available tonight if anyone would like one.

- New activities since last meeting:
 - Met with Tom Roberts to propose making “Landscape: Tree Maintenance & Repair” a separate budget item in 2024 and allocating additional funds to support this activity.
 - Spoonbill Landings entry island beautification planning underway. Solicited quotes from BrightView and Cardillo Landscaping LLC
 - Received The Florida Friendly Landscaping Guide to Plant Selection & Landscape Design (thank you Bill Smith). Owners can request their own copy by calling UF/IAS Manatee Extension (941)722-4524. Additionally, owners can download a free app called “Florida-Friendly Plants” from the IOS, Droid or Microsoft App Stores
 - Scheduling meetings with “showcase” partners to discuss and agree a plan for their lot/median. If they choose to go forward based on the cost, work will begin in late Spring or Fall based on partner availability

- BrightView:
 - Requested and delivered quotes from BrightView to address current Landscape Requests:
 - 1211 Spoonbill Landings
 - 1232 Spoonbill Landings
 - 1239-1241 Spoonbill Landings
 - 1240 Spoonbill Landings
 - 1243 Spoonbill Landings
 - 1263-1265 Spoonbill Landings

ATTACHMENT 3

- Requests for tree trimming will or has been addressed separately by BrightView, Terry's Tree Service or Bill Thorton at:
 - 1306 Perico Point Cir (Terry's Tree Service)
 - 1318 Perico Point Cir (BrightView)
 - 1282 Spoonbill Landings Cir (Bill Thorton)
- Keeping score - tracking missed mows, trimming, edging, and quality of service provided (BrightView Scorecard)
- EYO bush/shrub trimming continues
- Next monthly walk-through with Charlie Ramirez is on March 25

- Next up:
 - Attend PBC Water Committee Meeting (April 6)
 - Finalize plan for Spoonbill Entry Island and initiate work

