

## VERANDA VII AT HERITAGE OAKS ASSOCIATION

### Board of Directors Meeting Minutes

Thursday, April 28<sup>th</sup> at 10:00am

At Sunstate Management Sarasota Office, 5602 Marquesas Circle #102

APPROVED

**CALL TO ORDER:** The Board of Directors meeting was called to order at 10:03am by John Martinson. A quorum was established. Board Members present were John Martinson, Jef Friton and Pete Hill. Also present was Nicole Banks for Sunstate Association Management Group, Inc. ,

**NOTICE:** Notice for the meeting was posted in accordance with the bylaws of the Association and the requirements of Florida Statute 718.

**MINUTES:** **Motion** made by Jef, seconded by John to waive the reading and approve the minutes from November 19, 2015 meeting. **Motion passed unanimously.** **Motion** made by John, seconded by Jef to waive the reading and approve the Organizational minutes from March 3, 2016 meeting. **Motion passed unanimously.**

#### **PRESIDENTS REPORT:**

- John and Alan attended a tree seminar in regards to the dead trees and overgrowth areas to create an action plan. Lengthy discussion. A committee is recommended.
- John noted we received a bid for the shells and landscaping in the back of the buildings. Discussion followed whether or not to accept the bid. At this time, no motion or approval was made.

#### **TREASURERS REPORT:**

- Sunstate to verify that the account 7250 has not been overcharged.
- The service panel replacements for 5330 and 5340 to be paid from Capital Improvements Reserve Account.
- The painting to be paid from Reserve Accounts.

#### **UNFINISHED BUSINESS:**

- **PAINTING-** Sunstate to send email to reminder owners that Power Washing will begin on May 2<sup>nd</sup> and that the screens are owner's responsibility. Owners may want to remove the screens until the painting project is complete. Sunstate will remind Tom from M&E to mark the sprinkler heads. The stairs is the only color change. The stairs will be the same dark brown as 5360.
- **ADT-** New Service Panels have been installed at 5330 and 5340.
- **Landscape Clean Up between 5360 and 5350-** Great improvement has been made. Total paid by Veranda VII was \$1,900. Tom will complete the clean-up.
- **Smoking on Lanais** – Sunstate sent a letter to all owners.

#### **NEW BUSINESS:**

- **MOTION** made by John seconded by Jef to approve the bid from Tom from M&E for 1200 sq. ft. of sod and remove and replace two dead palms. Not to exceed \$1600. **MOTION passed unanimously.**
- **Landscaping Maintenance Schedule** was reviewed and approved per contract with M&E.
- Nicole to add Veranda VII to Constant Contact. This will allow, Sunstate and The Board to send email blasts. Jef suggested a quarterly newsletter to be emailed to owners. The Board agrees. Pete will take the lead.
- **Cleaning Service-** The Board reviewed the scope of work and the Veranda VII documents. Owners will receive this information.
- **ARC-** Owners must complete the ARC form prior to changes.
- **High Water Use-** The County has alerted the Board that high use and potential leaks at 5320 and 5340. The Board will closely monitor this situation.
- **Sidewalks-** will be bid after the painting project is complete.
- **Drainage Pipes-** will be bid after the painting project is complete.
- **Shell Area** – The Board discussed removing the replacing sea grass and adding shell. Sunstate will get a bid from Tom.
- **Tree Clean up between Buildings 22 and 23** – Tom to send a three phase proposal.

- **Master Tree Project** – There is no update at this time. John will keep Veranda VII informed.
- The Board discussed getting a cost of cleaning all the lanai screens on an annual basis for the membership to consider at the next annual meeting discussing dues and changes.
- Pete would like to have a schedule of maintenance for managing the property established so the board can ensure all is being done as required and adjust as needed.

**NEXT MEETING:** The next meeting TBD.

**Adjournment:** With no further business to discuss, the meeting was adjourned at 12:02pm by John Martinson.

Respectfully submitted,

*Nicole Banks*

**Sunstate Association Management Group, Inc.**

For the Board of Directors at Veranda VII at Heritage Oaks Association, Inc.