

## VERANDA VII AT HERITAGE OAKS ASSOCIATION

### Board of Directors Meeting Minutes

Thursday, December 1<sup>st</sup> at 9:00am

At Heritage Oaks Country Club, Oaks Room

**DRAFT**

**CALL TO ORDER:** The Board of Directors meeting was called to order at 9:00am 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 John, seconded by Jef to waive the reading of the July 21, 2016 minutes and approve as presented. **Motion passed unanimously.**

#### **VICE PRESIDENTS REPORT:**

- Pete confirmed that the water handle / valve replacement was looked into. There were no significant savings. This is owners' responsibility.
- Quarterly owner updates will continue to be emailed. Please be sure Sunstate has your current email on file.
- New LED solar lights have been installed.
- All light post tops have been replaced.
- The gutters have been cleaned and the power washing completed.
- Please observe the garbage signs in the garbage area. There are still issues with people not disposing of items properly.
- The shells under the trees near the pond.
- Mulch and sod to be completed in all other areas.
- Pete has created and distributed a V7 Condo Owner Shutdown Guidelines.
- The area at the end of 5350 has been cleaned up. The next project would be clearing the area between 5330 and 5320.
- A section at 5350 of sidewalk (approx. 20ft long) is planned to be replaced and the white plastic drain pieces eliminated.
- Pete suggested replacing the garage lights to match the lamp posts.
- Pete suggested that the downspouts at the rear could be buried to eliminate flooding.
- 25 plants have been replaced at the Landscaper's expense.
- Pete plans to meet with Tom from M&E Landscape to check the irrigation system (all zones) this month.

#### **TREASURERS REPORT:**

- Jef presented the 2017 operating and reserve proposed budget.
- The painting project has been completed and the total cost was \$54,500.
- The clearing of the area next to 5350 was paid from Reserves. The cost was \$4,300.
- Jef reported from the October 31, 2016 financial statements.

#### **OWNERS COMMENTS:**

- Owner asked whether the roof reserve figure was accurate. The figure is from a roof estimate received in 2015.
- Owner asked what the reserve paving account is for. This is used for the parking spaces only.
- Owner thanked Pete for his work.
- Owner asked if other exterior lights could be replaced to match the lights at the lamp posts.
- Owners discussed the landscaper. There has been progress but he is still behind. Mulch is needed asap.
- The Board will meet with the landscaper after the mulch is complete regarding a plan to move forward. The Board will get another landscaping bid.
- There are stains on the sidewalks from the tree trimming. Pete will take a look at it.
- Pest Control - Massey 888-262-7739 / Acct. #2721010

- Owners are reminded to keep their dogs leashed and clean up after their dog.
- Since the painting, the box for the fire extinguisher located in the stairwell is missing at 5350 #2523. Nicole will get this resolved.

**NEW BUSINESS:**

- Jef Friton plans to move to a Villa. His Board Term is expiring and he will not re-run. One Board seat will be available effective March 2017. Anyone interested, please complete a candidate intent form and submit it to Sunstate.
- **MOTION** made by John, seconded by Pete to approve the 2017 proposed budget as presented. **MOTION** passed unanimously.

**NEXT MEETING:** The next meeting will be the Annual Membership Meeting on March 2, 2017 at 9am at the Heritage Oaks Country Club Dining Room.

**Adjournment:** With no further business to discuss, the meeting was adjourned at 10am 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.