

## VERANDA VII AT HERITAGE OAKS ASSOCIATION

### Board of Directors Meeting Minutes

Thursday, November 9, 2017 at 10:30am

At Heritage Oaks Country Club, Oaks Room

**DRAFT**

**CALL TO ORDER:** The Board of Directors meeting was called to order at 10:35am by John Martinson. A quorum was established. Board Members present were John Martinson, Ralph Fierle and Pete Hill. Also present were Nicole Banks and Kim Barrett 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 Pete to waive the reading of the March 2, 2016 organizational minutes and approve as presented. **Motion passed unanimously.**

#### **PRESIDENTS REPORT:**

- John gave the report.
- Overall there was minimal damage from the storm. Four light poles were replaced.

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

- Pete reviewed the roof process. The board intends to approve roof replacement of the four buildings beginning in April 2018. Post Storm- Sun Castle roofing provided a 15% increase in cost. Nicole will confirm pricing from Florida Southern Roofing and Colonial Roofing for the Board to review and decide at a later meeting.
- Repairs to the sidewalks were completed. This will continue into 2018. The white plastic between the cement will be removed.
- All lights were replaced earlier this year.
- The garbage area fences and gates are next on the list to be repaired.
- Five diseased pine trees near 5330 and 5320 should be removed.
- Pete suggested that the mailboxes be replaced and the drains in the rear be buried in the future.
- Tony

#### **TREASURERS REPORT:**

- Ralph presented the 2018 operating and reserve proposed budget.
- Ralph reported from the September 30, 2017 financial statements.

#### **OWNERS COMMENTS:**

- Tony questioned the \$4000 repairs and maintenance operating line item.
- Tony questioned the paving vs. sidewalk reserve items.
- Nicole confirmed that the palms in the rear will be trimmed soon.
- M&E Landscaping is responsible for the weeds. The weeds in the shell need to be sprayed.
- The downspout near 2411 and 2412 needs to be re-connected. This is an ongoing issue, perhaps it should be buried. Pete will look at it.
- Tony asked if there are any further thoughts on changing landscapers. There is an increase to the grounds contract budget line item for 2018 in case it is needed.
- The irrigation system is still a concern. Pete confirmed that the monthly irrigation check needs to be thorough and repairs made promptly.

#### **NEW BUSINESS:**

- **MOTION** made by John, seconded by Pete to approve the 2018 proposed budget with the \$700 quarterly as presented and the additional \$40 quarterly to additionally fund the reserve allocation. The 2018 quarterly dues will remain the same at \$740 quarterly. **MOTION** passed unanimously.

**NEXT MEETING:** The next meeting will be the Annual Membership Meeting on March 1, 2018 at 9am at the Heritage 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.