

MENTONE CLUSTER DEVELOPMENT OWNERS ASSOCIATION, INC.

Board of Directors Meeting Minutes

September 16, 2010

With a quorum present, the September 16, 2010 meeting of the Mentone Board of Directors was called to order at 6:36 pm by President Dave Jenkins in the Mentone Recreation Pavilion.

Directors Present: Dave Jenkins (President), Angela Lounds-Singleton (Vice President), Karen Ledee (Treasurer), Alan Tilly (Secretary), Patsy Murray

Members Absent: none

Florida Community Management Staff Present: Kelly Burch

Resident Comments: Irving Lampert addressed the Board regarding the pool opening time. He stated that residents that try to do laps prior to going to work at local hospitals don't have sufficient time to swim and still make it to work in time. Galaia and Enrique Bimstein were also present and stated they were in agreement with not being able to complete laps prior to needing to leave for work. It was requested the pool area open at 7 to accommodate the lap swimmers. Owners present stated that it was unlikely children would be using the pool at that time and that no added cost to the Association would be required to accommodate the request since the pool is heated already. Mr. Lampert stated that others in the neighborhood feel the same way but could not attend the meeting due to work commitments. He also stated he had contacted the nearest owner adjacent to the pool and that the owner would have no objection to starting lap swimming sooner. Lounds-Singleton pointed out that the start time of 8 o'clock was adopted to help the pool maintenance vendor get the pool cleaned prior to resident usage and that pool cleaning was not as much of an issue anymore. Lounds-Singleton was agreeable with the proposal since the bathrooms are open and cleaning is typically done before the requested 7am opening time. She stated that 6am opening would be permissible with pool area lighting being reprogrammed so that residents are not trying to use the facilities completely in the dark. Jenkins stated we should confer with the vendors to be certain the earlier opening time would not affect necessary maintenance activities. He also stated that opening the pool, as part of the recreation area, would mean that the area would be open for tennis and basketball as well. He asked that we state that the pool only would be open earlier for the use of lap swimmers prior to 8am. The other recreation facilities would likewise remain closed until 8am as they are now. Jenkins also stated that we could approve the request subject to vendors not having an issue with the earlier time to allow for maintenance. The request was for 7am. Lounds-Singleton suggested an earlier time. Jenkins suggested we stick to the requested 7am. Murray suggested a compromise of 6:30am. Discussion followed with a tentative time of 6:30-8am for lap swimmers only if the entry time for the key fobs is changed to allow access and if the pool area lights are reprogrammed to provide adequate illumination during the expanded hours. Murray motion for expanded pool hours from 6:30-8am for lap swimming only during the expanded hours. Motion also contingent on vendor approval, key fob and lighting reprogramming to cover the expanded hours. Open swimming and other recreation facilities will be in operation during the same hours as allowed now (8am to 9pm). Motion seconded by Lounds-Singleton. Approved unanimously. Jenkins stated the appropriate vendors would be contacted and if the approvals were obtained and the reprogramming accomplished we would try to run a test of the expanded hours. If no glitches were discovered the expanded hours for lap swimming would be opened to all residents to do laps prior to 8am.

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Vendor Ernie Terry was present at the meeting and asked to address the Board regarding his bid for the Pecan Park fence repairs. He stated that the numbers were for the required wood only and did not include painting. Full painting of the fence could cost approximately \$4000, however, he stated that he would need to check on some things and verify that the mentioned cost was in fact valid. Ernie was asked if he could patch the existing fence to allow the full cost of the replacement to be deferred to a later time. Ernie stated he could perform that service (fence section replacement or repair as needed) if we wanted to do it that way. No decisions made regarding the Pecan Park fence. Additional discussion to be had in the future.

Debra Martinez was present and asked the Board who is responsible for the maintenance of the Mentone perimeter fence. Jenkins stated that the abutting property owner is responsible for the section of fence adjoining each owner's property.

Social Committee (out of agenda order to accommodate committee members present)

Debra Martinez informed the Board about the upcoming Halloween party on Saturday October 23. She stated that after the original flyers were distributed she was made aware that the proposed time (2-4pm) is around the time that small children take afternoon naps. Due to the event being planned for all residents, and with our desire to accommodate the needs of families with small children, she stated if we felt it appropriate that the event time be changed to 4-5:30pm. General discussion ensued and it was felt that the time change would be appropriate and desirable. Martinez stated the new time will be posted on the Mentone banner. The garage sale was also discussed regarding posting of the event. Martinez informed the Board that 8 signs are posted for events in various areas of the Mentone neighborhood ahead of the event to allow residents to prepare for attendance.

Consideration of Minutes: August 19, 2010 minutes discussed, motion to approve by Jenkins, seconded Ledee. Approved unanimously.

New Business: Appointment of a New Director (out of agenda order) The Board next considered the appointment of a new Board member. Ruben Orduz agreed to serve on the Board and also act as our website administrator. Motion to appoint Orduz as a Director at Large made by Jenkins. Second by Ledee. Approved unanimously.

Reports of Officers:

President – deferred comments to action items section.

Vice President- Lounds-Singleton stated that if Orduz is to update the website he will need to be informed of what we want uploaded or posted. Jenkins provided a list comprised of Architectural Review Committee and Board of Director meeting minutes, action items, and financial reports. Orduz asked if our preferred format for website documents was as pdf files. The Board stated that it is. Lounds-Singleton advised us we

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should provide homepage content suggestions for Orduz. Burch asked that Orduz provide us with suggestions after reviewing the current state of the web site for what should be done to make it better.

Secretary – Many thanks go to Patsy Murray for taking, preparing, and providing the minutes for the August 19 Architectural Review Committee and Board of Director meetings. Thank you Patsy!

Treasurer – Deferred to the budget workshop discussion later in the meeting.

Committee Reports:

- A. Financial – Burch informed us that the financials supplied for the meeting were not yet closed and were subject to change. Other discussion deferred to the following budget workshop.
- B. Playground/Recreation/Pool – Lounds-Singleton stated that the tiles around the pool appear to have been cleaned recently although algae stains are still present to a lesser degree. She also stated that it appears the chemical imbalance in the pool lately appears to have been caused by the unusually high amount of rain water entering the pool. This allowed for pool chemical imbalance and higher than normal algae growth.
- C. Social – (addressed above).
- D. Welcoming/Love thy Neighbor – Lounds-Singleton stated she wanted to pass along the duties to the social committee if possible. Board discussion followed and it was suggested that Lounds-Singleton confer with Martinez to shift the responsibility to the Social Committee. Lounds-Singleton stated that there are now 2 months of new neighbors that need to be contacted. Burch stated this was 2 or 3 residents but would have to be verified with records kept in her office. It was pointed out that the fruit baskets offered to new residents could be picked up by the resident or delivered by a committee member. Additional discussion followed regarding the process that is used to contact residents and supply the baskets to the new residents.
- E. Architectural Review/ARC – It was discussed by the Board that the ARC process seems to be running smoothly. No additional discussion.

General Manager's Report:

- A. CCR/Landscape: Burch gave us the statistics that 84 friendly letters, 30 thirty day letters, and 7 possible 15 day fines letters were sent out last month. She also stated this number is in line with other months. She further informed us the Management Company will provide the results from the Tuesday drive through either Friday or

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Monday. A discussion followed regarding a particular problem residence and the consensus was that the next step is the issuance of a 15 day fine notice (and that this step will need to be taken soon). New Board member Orduz stated that we should revise the 15 day letters to be more specific. Fellow Board members questioned the situation and it was determined that Orduz was referring to a letter formatted using the "old" system which was recently updated for all letters sent and this issue has already been addressed. It will be revisited in the future should additional concerns be raised by recipients. Burch did add that the number of calls received after letters are issued has gone down considerably and that only a very few calls are now for not understanding what is being asked of the resident. Lounds-Singleton also pointed out that a new resident should not be supplied a 15 day fines notice letter. The clock needs to be reset for a new owner to have time to address the issue. Murray suggested putting a slip in all letters that new owners should contact the Management Company for further details. Discussion ensued and the consensus was that the clock should be reset for new owners by the management company in their records so letters are not sent to new owners. If this is missed, the Board directed the management company to inform new owners that do contact the management company that the 15 day letter be ignored, although the conditions should be corrected to avoid a letter in the future.

Unfinished Business:

- A. Review of Action items: Action items were discussed with some of the items being moved to the completed list. (See separate action items list). It was discussed and determined that 3 bids are preferable for landscape items we need done to allow us to make better, more informed, decisions.
- B. Pool area closing procedures: Burch stated the list of pool closing actions approved last month was recently supplied to Jim Annis. Any response from Annis will be provided once received.
- C. Repair of sidewalk in front of pool area: different options were discussed regarding replacement and root grinding and/or removal. No decision made yet. Additional bid(s) to be obtained before a decision is rendered.
- D. Tree trimming or removing in Pecan Park: Jenkins asked that we consider tree removal for the establishment of a community garden area. Murray stated that this would be an excellent use of the area, however, we should view the area as a Board prior to making any decisions on what should be implemented. She also suggested that should we move forward that we only propose the removal of some of the trees in the area. It was discussed that the area could be divided into individual family plots once the concept is established.
- E. Common area fencing: two more bids are required prior to a decision. Retention pond area fencing repairs were discussed.

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Remaining New Business:

- A. Appointment of new director: (completed previously) Welcome to the Board and a thank you to Ruben!
- B. Budget Workshop: After a lengthy discussion by all on how much contingency money is enough the Board expressed the desire to have no more what are classified as “retained earnings”. What is now classified as retained earnings should be in a Contingency fund or spent on necessary capital projects. Jenkins to meet with the management company accountant if possible to determine a method to make it happen. The next meeting is for adoption of next year’s budget so this will need to be followed up by e-mails in the next couple weeks.
- C. Other: No other items discussed or acted upon.

Resident Issues:

- A. No homeowners were present

Motion to adjourn at 8:40 pm by Jenkins, seconded by Ledee, approved unanimously.

\*\*Pending official Board of Director’s Approval at the October 21, 2010 meeting\*\*