

Twin Lakes of Brandon Homeowners Association, Inc.
Board of Directors Meeting – Minutes
January 30, 2007 - 7:00 PM
Meeting held at: 4701 Lina Court, Valrico 33594

- **Call to Order: Terry Ottinger**

- **Proof of Notice:** Notice Posted on Community Announcement Board 01/07/2007

- **Roll Call**

Terry Ottinger, Wayne Key, David Leonard, Lou Bloom

Absent: Scott Denty

- **Others in Attendance:**

- Mary Collister, COA
- Shane Karlson and Eric Schultz – Complete Landcare

- **Complete Landcare – Shane Karlson and Eric Schultz**

- Maintenance Plan for the community - Shane and Eric presented a detailed overview of their assessment of the Community and their Plan going forward.
- Details: They explained that they use both a general mower crew and a detail crew each time they cut the grass in our common areas. TLB has a serious problem with weeds in our flower beds and they will resolve the problem with a series of scheduled sprayings. Initially, they will concentrate on attending to problems that are the most visible to residents and guests of the Community, including the swimming pool area. Eric asked that we call him if there is anything that we feel needs immediate attention. Fire Ant service will be done by January 31 and the beds will all be mulched in March. Addressing concern by some residents and Board members, they agreed that they will remove the Notification of Fertilizer, Fungicides and Insecticide Application Signs 24 hours after the application. Wayne Key will walk the Community with Eric to point out items that are important to the Board. The hedges along Bloomingdale Avenue are in poor condition and Eric committed to looking into what can be done to revive them. Eric also committed to replacing some of the plants at the entrance to the Community. Dave Leonard discussed the unhealthy condition of plants around Lake Michaela (specifically near Whispering Leaf Trail). Eric suggested that they will attend to this area, as well as the pool area, in March. Eric told the Board that he has a good understanding of the sprinkler system and does not see any significant deficiencies at this time. He will, however, make some adjustments to the sprinkler heads and install risers where necessary. We have a widespread problem with thatch around Lake Michaela and the common areas. Eric will correct this problem over the next several months by using creative mowing techniques. Shane told the Board that we will receive a Report at the beginning of each month detailing the work that Complete Landcare performed the previous month.

• **Last Board Meeting Minutes Reading / Review / Approval**

- Last Board Meeting of December 26, 2006
 - Minutes Reading / Review – Terry Ottinger
 - Motion to Approve: Terry Ottinger
 - Motion Seconded: Dave Leonard
 - Vote 4 - 0

• **Old Business:**

- Mary Collister – COA
 - Tennis and Basketball Courts Have Been Resurfaced
 - Courtside Trashcan Has Been Replaced.
 - Gazebo Repairs on Lake Michaela Blvd and Tennis Court Have Been Made by Sunshine Maintenance.
 - 3 Picnic Tables Were Delivered on January 30 and are in the pool storage room. Sunshine Maintenance will install in Zeina Park.
 - Park Tree Maintenance Bids / Details – Rick Pitrowski walked Zeina Park with a representative of Brandon Tree Service. They will provide an estimate for necessary tree repair and maintenance, as well as for securing a split tree in the Park. Brandon Tree Service disclosed that they do not have Workers Compensation coverage for their employees. Rick will continue to solicit more bids for tree services.
 - Pool Deck Repairs / Warranty and Bids - Mary reported that Curb King does not service pool decks. They specialize only in curbing and sidewalks. Mary also disclosed that J & S Decking is now 100% owned by her son. She has obtained references and warranties from J & S and Dura-Deck. She also presented to the Board a spreadsheet detailing the warranties, references and costs for each bidder. Based on the information in the spreadsheet, the Board voted to retain J & S Decking to perform both the pool deck repairs and construct the sidewalk to the Observation Deck on Lake Sterns (resulting in a total savings to the HOA of \$726.14 for both jobs).
 - Motion to Approve: Wayne Key
 - Seconded: Dave Leonard
 - Vote: 4 - 0

• **Old Business continued:**

- Observation Deck Gazebo and Installation - Terry Ottinger presented several proposals from GazeboCreations.com (CedarStore.com). The Board has authorized Terry to negotiate for better pricing on a 12' by 14' Vinyl Oval Double Roof Gazebo. Following the Board Meeting, Terry was able to secure an additional savings of \$1,220 from the original quote, for a final price of \$12,778. Prices will be increasing by \$1,800 as of February 1, but they will honor the quote that they have given us. By e-mail vote, the Board approved a \$500 down payment to be made A/S/A/P if necessary, with the balance payable upon delivery of the Gazebo after April 1.
- Walkway and Landscaping - Additional consideration needs to be given to the location and path of the Walkway. We will solicit a bid from CurbKing for sidewalk curbing for the Observation Deck Walkway and also for curbing around the children's bordered play area in Zeina Park to prevent the sand from spreading out into the grass. These matters will be revisited at the next Board Meeting.
- A total of \$18,000 has been budgeted in 2007 for the Gazebo and Walkway for the Observation Deck. \$3,500 specifically for the sidewalk.
 - Motion to Approve: Dave Leonard
 - Seconded: Wayne Key
 - Vote: 4 – 0
- Pool Lighting – Details and Quotes – Brandon Electric will be visiting the site on February 2.
- Parking Violation Stickers – Stickers were distributed to Board Members and will start to be applied to offending vehicles immediately.
- Card Access System Status – Terry Ottinger - TLBHOA has completed the installation of all necessary devices and equipment. Unfortunately, Verizon has notified the HOA that it is unable to provide DSL or FIOS service at this time (even though both are widely available within the Community). We need to enlist the aid of local Verizon technicians to “educate” their brethren at the national level that is possible to connect a DSL or FIOS line to the back room of the pool building.

• **New Business:**

- Old Picnic Tables – Removed and Hauled to the Dump by Terry and Dave
- Gate House Refrigerator - replaced by Terry / Best Buy total \$171.00
- New Community Flag 6' x 10' raised early Saturday January 27. – (Donated by United Security Alliance – Terry Ottinger's company)

New Business continued:

- COA – Community Report – Mary Collister
 - Abtech Industries – Storm Water Filtering - Rick Pitrowski met with representatives of Abtech Industries on January 11. The filtering system is too expensive to be practical for TLB.
 - No Overnight Parking Signs for Park and Pool – It will be necessary for the HOA to arrange to have specially printed signs produced and installed. Discussion relative to this matter has been tabled.
 - Mulch for Park – Parking Area - Complete Landcare has submitted a bid of \$1,800 for 40 yards of cypress or pine mulch. Hillsborough County has a program whereby they make mulch available to residents free of charge. Mary Collister will contact the County to obtain additional information about this program.
 - Soccer Goals - We have received 2 bids for full-size, 8' x 24' soccer goals ranging from \$766 to \$840 each. Nets will cost approximately \$80 each. Total cost will be approximately \$2,000, plus installation. Mary will contact the Brandon Youth Soccer League to inquire where they acquire the goals and nets used for their program.
 - Hillsborough County Sheriff – Grant Program Application
 - TLBHOA will apply for a \$1,500 grant to be used toward the costs of installing of Youth Soccer Goals and Nets.
- Financial Report – Dave Leonard
 - 2006 Year End Financials - Dave Leonard reported that total 2006 Expenses through December 31, 2006 were \$358,004.32 versus Budgeted Expenses of \$362,020.00.
 - Assets as of 12/31/2006 were \$150,243.97
 - Total collected interest in 2006 was \$5,450.39.
 - Total Reserve Funding for 2006 - \$30,125.26 was added to the Reserve Fund in 2006 (versus a Budgeted amount of \$35,000), bringing the total in the Reserve Account to \$131,254.99.
 - \$4,015.68 will be transferred to our Reserve Account.
 - Items charged to the Reserve Fund in 2006 included pool parking lot resurfacing, guardhouse renovation, camera system and new lighting in the pool area.
 - Delinquent Assessments
 - 48 Accounts representing \$11,528.43 in overdue Assessment payments.

Financial Report Continued:

- 12 Accounts totaling \$10,910.82 of that amount are 90+ days past due.
- 10 Day Letters were sent on January 30
 - [REDACTED] (\$301.34)
 - [REDACTED] (\$213.57)
 - [REDACTED] (\$209.52).
- The following Accounts will be referred to the HOA's attorney:
 - [REDACTED] (\$602.89)
 - [REDACTED] (\$662.50)
 - [REDACTED] (\$2,102.91)
 - Motion to Approve: Dave Leonard
 - Seconded: Terry Ottinger
 - Vote: 4 - 0
- **Other Financial Issues:**
 - Dave Leonard reported on the 2 bids he received for the performance of the HOA's Audit and preparation of Tax Returns.
 - Current CPA, Percy Legendre, submitted a bid \$ 3,500 - \$ 4,500.
 - Joseph R. Michalak, CPA, submitted a bid \$ 2,200 - \$ 2,400.
 - Dave recommended that the board retain the services of Mr. Michalak for a period of one year.
 - Motion to Approve: Dave Leonard
 - Seconded: Wayne Key
 - Vote: 4 - 0

Committee Reports:

- ACC – Architectural Control Committee
 - Scott Denty was absent. No report given on Meeting of January 17.
 - Next Meeting (date)? - To be posted.

- CCR – Covenants, Conditions and Restrictions – Terry Ottinger
 - Summary Report on Meeting of 01/15/2007
 - 86 properties with pending CCR violations (18.7% of the Community)
 - Board Review / Legal Matters - CCR requested Board approval for the following properties to be turned over to the HOA's attorney:
 - [REDACTED]
 - [REDACTED] (multiple issues since February of 2005)
 - [REDACTED] (dead lawn for over 1 year).

- CCR – Continued:
 - Motion to Approve: Terry Ottinger
 - Seconded: Wayne Key
 - Vote: 4 - 0
 - Next Meeting : February 19 at 5505 Winding Brook Lane.

- CSAC – Communications & Social Activities Committee – Lou Bloom
 - Newsletter Status – February was sent to the Printer's on January 30 and we have been promised that it will be mailed before February 14
 - Advertising Revenues – We have sold 4 Ads for the February Newsletter (2 cover page, 1 inside cover and 1 inside back page). We have 7 Spots available in each issue and annual revenues could run from \$3,810 to \$4,650 (depending on ability to fill all 7 Spots and length of commitment from advertisers).
 - We have \$2,500 budgeted in 2007 for the Social Activities and Communications Committee. Printing the Newsletter in 2-color format will cost approximately \$3,000. Printing the Newsletter in 4-color format with cost approximately \$6,000. We will continue with the 2-color format until such time that advertising revenues are sufficient to absorb the costs of the upgrade.
 - We discussed the past practice of selling advertising spots with the promise of exclusivity to any particular provider of a specific product or service. While we will honor our promise of exclusivity to 2 of the advertisers in the February Newsletter, we will allow the marketplace to determine if offering such exclusivity is necessary going forward.

- **New Business continued:** (Committee Reports)
 - Suggestions were made relative to potential Advertisers, including: Raccoons, Home Alarm Monitoring Firms and Pressure Washing Companies.
 - Blood Drive – Will be held on March 31st. We will ask BloodNet to provide us with a banner and signage one week prior to the event.
 - Easter Egg Event – We are seeking volunteers on the TLBHOA's Website and in the Newsletter. If no volunteers are surfaced, we will NOT conduct this event.
 - Community Wide Garage Sale – Will be held on April 21st. Banner and signage will be placed in the Community prior to the event and Ads will be placed in the Tampa Tribune and local Penny Saver-type publications. Also, the February Newsletter will incorporate an Insert for the Garage Sale.
 - Next Newsletter – Will be published in April. Wayne Key will write the "Get to Know Your Board Member" column.
 - Next Meeting: February 15 at 11 AM at 4701 Lina Court.
 - CALM – Common Area and Lake Maintenance – Wayne Key
 - Meeting was not held in January due to illness.
 - Next Meeting: To be announced.
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- **Other New Business:**
 - Insurance – Mary reported that TLBHOA has been "dropped" by our Property and Liability Insurance Carrier (Tower Hill Insurance Agency of Clarendon Insurance)
 - Tower Hill will be terminating all policies in Florida. She further reported that we have secured a replacement with the Parent Co Clarendon and our cost will increase by \$2,839 annually.
 - Following this Board Meeting, Mary will provide detailed information to each Board Member outlining the details of our new insurance relationship.
 - Acknowledge Date / Location for February Board Meeting:
 - February 26th at 7 PM
 - 5129 Whispering Leaf Trail.
 - Adjournment
 - Motion to Adjourn: Terry Ottinger
 - Motion Seconded: Wayne Key
 - Vote: 4 – 0
 - Meeting Adjourned at: 10:00 PM.