

**Twin Lakes of Brandon Homeowners Association, Inc.**  
**Board of Directors Meeting Minutes**  
**March 26, 2007 - 7:00 PM**

**Meeting held at:** 5011 Whispering Leaf Trail, Valrico 33594

- **Call to Order: Terry Ottinger**
- **Proof of Notice:** Notice Posted on Community Announcement Board 03/11/2007
- **Roll Call**  
  
Terry Ottinger, Scott Denty, David Leonard, Lou Bloom  
  
Absent: Wayne Key
- **Others in Attendance:**
  - Rick Pitrowski, COA
  - Tessa Benz, Chair of the Covenants and Rules Review Committee
  - Stephanie Ball, Resident
  - Eric Schultz, Complete Landcare
- **Last Board Meeting Minutes Reading / Review / Approval**
  - Last Board Meeting of February 26, 2007
  - Minutes Reading / Review – Terry Ottinger
    - Motion to Approve (with changes noted): Terry Ottinger
    - Motion Seconded: Scott Denty
    - 
    - Vote: 4 – 0
- Presentation by Complete Landcare – Eric Schultz addressed the Board in response to our desire to create a more welcoming entrance to the Community. He presented a detailed plan for planting a variety of flowers, plants and trees. We are seeking to develop a “WOW” factor so that people entering our Community will instantly admire the look of the entrance and be favorably inclined about the Community. The cost to implement Eric’s vision for the front entrance is \$1,933.00. He briefly commented that special attention would be given this week to touching up the mulch and trimming our palm trees. The Board approved an amount of \$2,250 for the improvement of the entrance landscaping.

Motion to Approve: Terry Ottinger

Motion Seconded: Lou Bloom

Vote: 4 - 0

- **Old Business:**
  - **New Committee: Covenants and Rules Review Committee – Tessa Benz**
  - Tessa presented her ideas and asked the Board questions in an effort to understand and clarify the focus of the Committee and how the Board would work with the Committee to give it legitimacy and substance.
  - Tessa will discuss the Covenants and Rules Review Committee at the April 3 HOA Meeting. The Committee will identify inconsistencies between the Covenants and Community Rules. Initially, the Committee will focus on house and fence paint colors and driveway stampings and staining/painted. Paint looks different when it's on a small sample piece than it looks on a house and it also changes colors because of the sunlight. This situation needs to be considered. The Committee will look into developing a color pallet of acceptable colors. The Board assured her that it would be responsive to any Rule change that is supported by a majority of the residents.
  - It was clarified that changes to the Covenants requires approval by 2/3rds of the residents and changes to the Community Rules requires a majority of the Board of Directors. The Board also clarified that any new Rule which may have a negative impact on properties would not be enforced on those properties to the extent that those properties had complied with the Rules at the time of the modification or construction and they had been duly approved by the ACC, or, the new Rule legitimizes something that had not been in compliance before the Rule change. This "Grandfathering" and "Adoption by Rule" change will be reviewed on a case-by-case basis.
  - Additionally, the Board will assist the Committee in communications with the residents of our Community in an on-going effort to identify Rules that the residents would like to change or delete.
  - The Newsletter will also be available as a tool of communication.
  - Tessa may contact Dave Leonard with questions to better understand our financial practices and Rick Pitrowski invited Tessa to his office to review anything she would like to.
  - This Committee will be an extremely important mechanism for connecting the residents to the Board. The Committee will meet on March 29.
  - **Lake Sterns – Gazebo Status – Terry Ottinger**
    - April Delivery Schedule - We are still expecting delivery within the first 2 weeks of April.
    - Installation Approval – Mark McHenry will demolish the current wooden deck, install a foundation and then construct the new gazebo.
    - Landscaping – Tabled for a future Meeting. Rick will look into the Historic Tree Program. They offer trees at between \$30 and \$40. Perhaps residents would be interested in donating a tree in their name.
    - Estimated cost between \$1,320 to \$1,900 to put landscape curbing along the sidewalk leading to the new gazebo.

- **Old Business continued:**
  - **Lake Sterns – Gazebo Status – Continued**
    - Terry is aware of a source for Crepe Myrtles and he will call him for more details.
    - Trees might then be put around the gazebo. In October, we will apply for a Tree Grant for \$2,500.
  - Pool Lighting Repairs / Improvements Quotes – COA
    - Electric Today – submitted a bid of \$494.
    - Williams Electric – submitted a bid of \$327. The Board agreed to accept this bid.
  - Mulch for Park Parking Lot – Mulch has been spread in the parking lot. The decaying timbers still need to be removed.
  - Landscape Curbing Quotes:
    - Lake Sterns Sidewalk – This matter has been Tabled until we decide about the trees.
    - Park Playground Areas – We may allow sand to not to be curbed for now. In the future, we may consider using the rubber chips instead of sand. Rick will get bids for adding fresh sand to areas of the Park.
  - Park Tree Maintenance Bids – COA – Rick has a meeting on April 2 at 10 AM with Loren Westenberger to assess how to cable our splitting 150 foot oak tree.
  - Soccer Goals – Quotes – COA
    - Sheriff's Grant (\$1,500) was applied for and we are waiting for a response.
  - Zeina Park - Parking Lot Issues
    - Removal – Replace Parking Stops – Rick will address this.
  - Pool Card Access System Status – Terry Ottinger
    - Signs In Place
    - Cards Programmed
    - Instruction Letter – At April 3 HOA Meeting, Terry will discuss the Pool Card Access System and Forms will be available for residents to apply for a card.
    - April 15<sup>th</sup> - Lock Down (discussion) – The Board decided to extend the lockdown (when access can only be made with an Access Card) until May 1. Until then, the gates will be open from 10 AM to 8 PM.

- **New Business:**
  - Legal Seminar Report – Lou Bloom / Terry Ottinger
    - Legal Seminar was held on, Saturday March 17<sup>th</sup>, 2007 at The Lakeland Center in Lakeland sponsored by the law firm of Clayton & McCulloh. Lou Bloom and Terry Ottinger were in attendance.
    - Topics covered were:
      - “How to Deal with Difficult & Abusive People”
      - “Sexual Predators: What Happens When One Moves Into Your Neighborhood”,
      - “Mini Law Update”.
      - “Insurance: Can You Afford It?”
      - General Question and Answer Session
      - Copies of the materials distributed during the Seminar can be obtained from Lou Bloom (Secretary@TLBHOA.org).
    - Trade Show 7:30 AM – 9:45 AM – Presenters represented the following industries:

Animal Rescue	Asphalt Maintenance
Attorneys	Background Screening
Renters Reference	Banks
Contractors	Documents
Emergency Communication	Exterior Pressure Cleaning
Gates & Access	Hurricane Shutters
Insurance	Lawn Maintenance
Association Management	Personnel/Employment
Pest Control	Security
    - Summary – This Seminar covered a wide range of topics. A manual entitled “2007 Association Survival Guide”. The information disseminated was valuable and gave us some matters to think about. Among them, we are considering eliminating our current Rule that requires a resident to be in good standing (no open assessments, CCR issues) in order to secure a seat on the Board of Directors.
  - Reclaimed Water Pressure - Issue
    - Troy McDonald – Invitation- Troy was invited to address our residents at the April 3 HOA Meeting. Troy is not available, but he will attempt to find a colleague that would be available.
  - April 3, 2007 – Spring HOA Meeting Agenda
    - Community Update
    - Reclaimed Water Pressure – Troy McDonald
    - Cards Issued for Pool Access
    - River Hills Country Club Memberships
    - Covenants and Rules Review Committee – Tessa Benz

- **New Business continued:**
  - Nomination Committee
  - Q & A Forum
  - Associations Attorney may attend.
- COA – Community Report – Rick Pitrowski
  - [REDACTED] Mediation Results - 3006 Partridge Point Trail has been settled in mediation. Rick will solicit volunteers to help pressure wash, paint and generally clean-up the exterior of the house and property. Account will be current by April 15 and periodic payments to settle the legal costs will begin on June 1.
- Financial Report – Dave Leonard
  - Financial Report – The Twin Lake's HOA has assets of \$183,171.09 in assets. Expenses for February were \$30,886.70 versus a budget of \$32,696.98. Year-to-Date the figures are \$63,529.28 versus \$65,393.36.
  - Financials Statement – The Statement is an addendum to these Minutes.
  - Delinquent Assessments – We have 68 Accounts that are delinquent. \$11,236.31 from 31 to 60 days and. \$9,229.88 over 90 plus days. The following accounts will be referred to legal council: [REDACTED], [REDACTED] and [REDACTED]. 1 account came current in February, 4 accounts will receive 10 day letters and 3 accounts need a 30 day letter.
  - Other Financial Matters – The [REDACTED] case was briefly discussed. The [REDACTED]'s are currently in bankruptcy and the HOA has no recourse against the [REDACTED]'s as a result. The [REDACTED] account was also discussed. We cannot file a lien because the house is in foreclosure. The Association can, however, sue the homeowner on a breach of settlement case. They violated our mediation agreement after they each personally signed a Settlement Agreement.
- Committee Reports:
  - ACC – Architectural Control Committee – Scott Denty
    - Report on Meeting 03/21/2007
    - Open Issues – Committee Approved 4 applications: 4 applications were approved with conditions: and 2 applications were returned requesting more information. 1 Application was denied.
    - Scott mentioned that he would like to consider redesigning the Application Form to make it more user friendly. He showed the Board Members an example of how he would like the Application Form to look. The Board received it favorably.

- **New Business continued:**

- Next Meeting date: April 18, 2007 at 5507 Winding Brook Lane

- CCR – Covenants, Conditions and Restrictions – Terry Ottinger

- Report on Meeting 03/19/2007
- Summary Report Review - 55 homeowners (12% of the Community) have matters that have not been resolved. There were 27 prior OK's, 4 Special Letters, 37 Letter #1, 7 Letter #2, 4 Letter #3. No recommendations for Attorney Letters.
- Board Review / Legal Matters – Mary will call 4901 Otter Creek and request an ACC Application Form. 4906 Otter Creek has approved the appearance of the property, but will receive a 10 days to litigation letter for legal fees owed to the HOA. 4705 Barn Owl Court and 3007 Partridge Point Trail will receive 10 days to mediation letters.

Motion to Approve: Terry Ottinger

Motion to Second : Dave Leonard

Vote: 4 - 0

There is a question involving 2855 Lake Michaela. They put a driveway extension in and we are unsure if they submitted an ACC Application. Scott will do a drive-by to see if it would have been approved. Mary will check to see if an Application was filed.

- Next Meeting date: 4-16-07 at 5505 Winding Brook Ln

- CSAC – Communications & Social Activities Committee – Lou Bloom

- Newsletter Status – April Issue has been send to the printer. It is now available to be put on the website. Next Newsletter will be in June. Wayne Key will be featured.
- Blood Drive... March 31<sup>st</sup> – Signs will be posted. Notice was sent in February Newsletter and there is a Notice on the HOA website.
- Community Wide Garage Sale - April 21<sup>st</sup> - Terry will arrange for advertising in the Tampa Tribune and The Flyer Magazine. Additionally, he will provide a banner.
- Other – Advertisers are being sought. We have a request from a prospective advertiser to insert an 8 1/2 by 11 inch page in our June Newsletter. We have obtained prices from our printer for handling these inserts and will pursue him.

We are considering asking business people in our Community to help us construct a "Welcome Basket" for new residents.

- **New Business continued:**

Description of the CSAC is ready to be put on the website.

We have a request from Metro Crime Prevention of Florida to conduct a seminar for our residents. We accommodated this group before and had a ZERO turnout. It was decided that we should table this request and not now suffer the expense of renting a meeting room at the YMCA if we anticipate attendance will be low.

- Next Meeting date: April 10, 2007 at 4701 Lina Court

- CALM – Common Area and Lake Maintenance – Wayne Key

- Wayne did not attend this Meeting.
- Next Meeting date: Unknown at Unknown Location

- **Other New Business:**

- Rick reported that there are not any ordinances governing when lawnmowers can start work

- **Acknowledge Date / Location for April Board Meeting:**

- Meeting Date – April 24, 2007
- Meeting Location: 5505 Winding Brook Lane at 7:00 PM

- **Adjournment**

- Motion to Adjourn : Terry Ottinger
- Motion Seconded : Scott Denty
- Vote: 4 - 0
- Meeting Adjourned at: 10:18 PM