

Twin Lakes of Brandon Homeowners Association, Inc.
Board of Directors Meeting Minutes
April 24, 2007 - 7:00 PM

Meeting held at: 5505 Winding Brook Lane, Valrico 33594

- **Call to Order: Terry Ottinger**
- **Proof of Notice:** Notice Posted on Community Announcement Board 04-11-07
- **Roll Call**

Terry Ottinger, Wayne Key, Scott Denty, David Leonard, Lou Bloom
- **Others in Attendance:**
 - Rick Pitrowski, COA
- **Last Board Meeting Minutes Reading / Review / Approval**
 - Last Board Meeting of March 26, 2007
 - Minutes Reading / Review – Terry Ottinger
 - Motion to Approve with Noted Changes: Terry Ottinger
 - Motion Seconded: Scott Denty
 - Vote: 5 - 0

Old Business:

- Lake Sterns – Gazebo Status – Terry Ottinger – Installed and In-Use.
- Pool Card Access System Status – Terry Ottinger – Card Access System is installed and operating properly. COA will have a login on the Web where they can access the System. They will be able to administer the System in a variety of ways (from issuing new cards to disabling lost, stolen or former resident cards). Terry will arrange to train COA staff members. The System will log every time a card is used to gain entry at the Gate. Tracking for bathroom usage is also a component of the System. Gate can be remotely locked and unlocked. There is sound alarm on the Gate and bathroom doors that will engage if either are being held open. Cameras are not yet connected to the System. The System can be administered from anywhere you can access the internet. This is state-of-the-art technology. When cameras are connected, a picture of the person accessing the Gate will be displayed as an additional safety feature. There will be a \$15 charge to replace a previously issued Access Card.
- Entrance Landscaping – Complete Landcare has done a nice job sprucing up the front entrance to the Community (particularly the beds in front of the signs). The Hibiscus trees look good. It's been nicely dressed up.
- April 3, 2007 – Spring HOA Meeting Discussion – Feedback suggests that the Meeting went well. In that this was NOT an “official” meeting of the Board or Old HOA, no Minutes were kept for the event. We had over 100 residents in attendance.

- **Old Business continued:**
 - Community Wide Garage Sale... It appears as though the Community received a great deal of traffic. It was suggested that we actually benefited from the fact that Riverhills and Fishhawk Ranch having Community Sales on the same day. The thought being that the number of Sales motivated more people to travel to our section of Hillsborough County. At least one resident, however, thought that the sale of children's clothing was negatively impacted because shoppers loaded up on those items at Fishhawk Ranch. In Summary, this year's sale appeared to be more successful than last year's sale.
 - Additional Sale in October – The Board discussed sponsoring another Garage Sale in the Fall and decided to keep our options open as we approach October. We will discuss this at the next Board Meeting.

- **New Business:**
 - Financial Report – Dave Leonard
 - Financial Report & Statement – The HOA has Y-T-D Actual Expenses of \$100,685.52 versus Budgeted Expenses of \$98,090.04 (a variance of \$2,595.48)
 - Delinquent Assessments: We have a total of 46 accounts totally \$16,174.00 in arrears. 37 are between 31 to 60 days for \$7,983.00 to 9 Accounts for \$8,191.00. Current Assets are \$166,258.26. As of April 24, the situation is a bit more disconcerting. The numbers as of 4/29 are 129 households owe \$30,617.76 .For 30 to 60 days, 120 households owe \$9,809.80. For Over 90 days, 9 households are \$8,181 in arrears over. Our Quarterly Budget is \$98,090:
 - ❖ 39.6% delinquency, based on quarterly assessments due as of 4/24/07
 - ❖ 31.2% delinquency for accounts 30-60 days in arrears.
 - ❖ 8.3 % delinquency for accounts in access of 90 days in arrears.
 - ❖ 28.1% of all are delinquent as of 4/24/07.

NO new letters will be sent this month.
 - Other Financial Issues – We withdrew \$20,000 from our Reserve Account last month and we need to address this problem, which is caused by high level of delinquencies.
 - Collection Procedures:
 - 30 Days Delinquent – Collection Notice
 - 60 Days Delinquent – 10 Day Collection Letter Late Fees (18% per year).
 - 90 Days Delinquent - Attorney Letter (30 days to respond). Cost \$125 Plus late fees & misc. costs, lien cost \$200.00. Mediation/Litigation/Foreclosure \$600-\$2,400.
 - Reminder - Rick suggested that we consider preparing a large Sign that would be posted in a highly visible spot as drivers enter the Community one week before each Quarter end. Hopefully that sign will remind residents to send in their assessments.

- **New Business continued:**

- Invoices from Complete Landcare – We received 3 unexpected Invoices totaling \$2,500 from Complete Landcare. \$1,000 for sprinkler parks, and the rest for labor at \$45 per hour. The work was done on January 22 and February 13. Wayne and Rick will meet with Eric to discuss these Invoices.
- 2006 Financial Audit & – Joseph R. Michalak, CPA has submitted an Taxes “Unqualified” (clean) Audit Report indicating that the HOA’s Financial Statements are presented fairly, in all material respects and, utilizing GAP standards, the financial condition of Twin Lakes of Brandon Homeowners Association, Inc. as of December 31, 2006. The HOA paid taxes of \$198 in 2006.

Vote to Accept Audit:

Motion to Approve: Dave Leonard
Motion to Second: Terry Ottinger
Vote: 5 - 0

- COA – Community Matters & Report – Rick Pitrowski
 - Park Tree Maintenance Update – COA – Rick reported on his meeting with Westenberger Tree Service of Clearwater. Loren Westenberger is the premier provider of the type of service we need for the “split” 125 year old oak tree on the corner of Lake Michaela and Beaver Pond Trail. In summary, it would cost the HOA \$20,385 to cable and secure the split and \$6,574.50 to remove the tree entirely and grind down the resultant stump. The Board concluded that it’s members do not possess sufficient expertise to structure a unilateral decision. There exists the possibility that the tree will remain intact indefinitely even if we take no action at this point. Conversely, there is no guaranty that the tree will not split or otherwise collapse even if we cabled and secured it at this time. The Board instructed Rick to solicit other bids and potential solutions to the problem. Rick will also speak with the County Forrester. During this process, the matter will be tabled.
 - Zeina Park Issues
 - Removal – Parking Stops have been removed and are gone.
 - Fence Rail Replacements have been installed.
- Other Community Report – Issues:
 - Mediation Results – The ex- husband is turning the house over to her. He has not signed the Settlement Agreement and is asking for changes. She signed at the Court-Ordered Mediation Meeting. We have a check for \$700 from Mrs. Des Vignes for past-due assessments, but are holding it upon the advice of our attorney. \$5,000 in legal fees is due to the HOA. She had agreed to start paying \$200 per month starting in June to pay off the legal fees. We are also holding on painting and power washing and provider volunteers to help her address her maintenance issues. We are going to press the resolution of this matter in a court of law. We will send a 10 Day Letter and then go back to litigation. Rick will call Mrs. ■ and explain that the agreed-upon deadline was not met and then send a letter confirming the actions tat the HOA are taking and what we expect of her. We will give her an opportunity to comply before we proceed with our legal options.

- **New Business continued:**

- Motion made to have Rick of COA call Mrs. [REDACTED] and explain that the agreed-upon deadline was not met and then send a letter confirming the actions that the HOA are taking and what we expect of her. We will give her an opportunity to comply before we proceed with our legal options.

Motion to Approve: Terry Ottinger

Motion to Second: Wayne Key

Vote: 5 - 0

- Mr. [REDACTED] - 4705 Barn Owl – House needs sod, painting, mildew removal, driveway repair, garage door repair and other maintenance repairs. He called Rick a derogatory name and told the Association to leave him alone. This had been going on for almost 6 months. Board Members will drive by the house or call him at 689-8577 and offer their opinions.
- Soccer Goals – No decision yet on Sheriff's Grant.
- Guard/Gate House – Light has been repaired.
- Lake Michaela Mitigation Area – We need to pay for maintenance of this area (original developer has been paying the bills). Jay Heide (Pond Maintenance service provider) will do it for \$250 per event. There are 4 events during the year. and report to Southwest Florida Water Management District quarterly. Wayne will meet him on site to review needs.
- Complete Landcare – Wayne will meet with Eric to discuss cutting closer to the water and cutting the birms in the Lake. We also need to address the trimming the outgrowth in the area in front of the new gazebo on Lake Stearns and maintaining the grass in that common area.
- Covenants and Rules Review Committee
 - Recommended Survey Review –
 - The Covenants and Rules Review Committee submitted its Survey for Board review. The Board maintains a highly positive view of this Committee and continues to believe that it will be the foundation for on-going communications and dialogue between the Board and HOA members. However, the Board believes that an informal survey to identify opportunities for change should be worded in a tone that is positive and neutral to the extent that it does not "lead" respondents to a particular answer.
 - Terry Ottinger will prepare a draft based on the Survey submitted by the Covenants and Rule Review Committee for review and critique by all Board Members. Upon input from the Board, the suggested format of the proposed survey will be and shall upon Board approval communicated to the Covenants and Rules Review Committee for further discussion.

- **New Business continued:**
 - Printing, Mailing and Return / Collection Decision – The Board will arrange for the printing, mailing and collection of the Referendum Responses. It is felt that COA is the most appropriate collection point, but the Board is open to discussing the manner in which the Referendum's will be processed with the Covenants and Rules Review Committee.
 - Meeting: The Committee will meet at Panera's on April 26 at 7 PM.

- Web Site Updates
 - NEW - Page on Hurricane Preparedness – Terry Ottinger (using screen projection) logged into the www.tlbhoa.org Website and showed the Board the information contained within this Menu item. Reference to this website will be made in the June, 2007 Community Newsletter.
 - NEW - Page on Radon Gas Threat & Detection – Terry Ottinger (using screen projection) logged into the www.tlbhoa.org website and showed the Board the information contained within this Menu item. Reference to this website will be made in the June, 2007 Community Newsletter.
 -
 - NEW – Page on Reclaimed Water Guidelines and Conservation – Terry Ottinger (using screen projection) logged into the www.tlbhoa.org website and showed the Board the information contained within this Menu item.
 - Suggested Community Bulletin Board format – Terry Ottinger (using screen projection) logged into the www.tlbhoa.org website and showed the Board a “sample” of how this Bulletin Board page could be constructed. The purpose of this Bulletin Board will be to provide an avenue of communication for residents of the Community who would like to disseminate information out to the 459 homes in Twin Lakes. It is an interactive way for neighbors to communicate with each other. It can be used for everything from selling items to announcing events to offering to assist neighbors to posting Lost & Found information to looking for work.
 - Knight's Trees – Dover, Florida – (Wholesaler)
 - Crape Myrtles 12 – 16 Feet Tall Review Quote - Installed and Guaranteed –Terry has talked with the owner of Knight's Trees and he is offering Twin Lakes Crape Myrtle trees for \$200 each, planted and guaranteed. This is a good deal. We would need between 20 and 25 trees to landscape the new sidewalk leading to the new gazebo at Lake Stearns (220 feet, 20 feet apart). Terry will pursue answers to the following questions. How big do the trees get; How would they be placed; When does the offer expire: and Will we be able to provide an appropriate irrigation system. Dave Leonard will research the Budget to determine how the HOA might take advantage of this offer.

- **New Business continued:**
 - Historic Tree Program – We are still looking at purchasing trees from the Historic Trees Program for \$40 each. Most of the trees in this Program will not grow in Florida. Hillsborough County is offering a \$2,500 Micro-
 - Micro-Irrigation Grant. We would intend to use this money for planting around the trees. We may also apply for a \$2,500 Tree Grant from the County.
- Nomination Committee – Critical Importance
 - Appointed Chairperson – Terry Ottinger will Chair this Committee.
 - Obtaining Members – Terry will invite individuals to join this Committee.
 - Purpose, Goals and Guidelines- The Committee will identify and solicit individuals within the Community that it believes possess the knowledge, skills and experience to serve as a productive Board Member. The Nominating Committee will interview all candidates for the Board and recommend those to the HOA whom they believe may appropriate for serve on the basis of their credentials. There will be no limit on the number of candidates that the Nominating Committee may endorse (except that the Committee must endorse at least 5 people in conjunction with the current number of Board seats).
- Lou Bloom – Ideas on Expanding the Size of the Board – Discussion

Lou Bloom suggested that the Board consider increasing the number of Board seats from 5 to 7. The rationale in three-fold: More Board Members may provide exposure to a larger reservoir of volunteers (who are always in short-supply); More Board Members will allow the HOA an opportunity to develop our “Leaders of Tomorrow”; and More Board Members will help satisfy the criticism that has been directed at the Board that the composition of the Board is not representative of the Community as a whole. The proposition is that the HOA needs to maintain a succession of people who have the knowledge, skills and experience to manage a Community of our size.

Generally, there was support for increasing the size of the Board, but it was suggested that the practical problem is finding people who want to serve. Even at our present size of 5 Board Members, it has been difficult in recent years to recruit qualified people to participate.
- Committee Reports:
 - ACC – Architectural Control Committee – Scott Denty
 - Meeting Held on 4-18-2007
 - 10 issues were addressed. 2 were rejected, 1 was requested to be resubmitted, 4 were approved and 3 received conditional approval.

- **New Business continued:**
 - 3132 Beaver Pond – Patio was approved, but Fence style was not. The Fence issue went back to the homeowners as denied.
 - 2855 Lake Michaela – There has been no ACC Approval requested for the Fountain in the side yard.
 - Next Meeting: 5-16-2007 Location: 5507 Winding Brook Lane
- CCR – Covenants, Conditions and Restrictions – Terry Ottinger
 - Meeting Held on 4-16-2007
 - Summary Report - review - As of April, 2007, there were 75 homes with CCR violations representing 16.3% of the Community. A number of homes have been put on 'Watch'.
 - Board Review / Legal Matters – Nothing to return to the attorney. No legal matters to review.
 - Next Meeting: 5-21-07 Location: 5505 Winding Brook Lane
- CSAC – Communications & Social Activities Committee – Lou Bloom
 - Meeting Held on 4-20- 2007
 - Newsletter – Next Scheduled for June and on target. We actually have more content in the reservoir than we will probably be able to include. Editing this Issue will be challenging.
 - Newsletter Deadline – All submissions and content must be received and finalized by Friday, May 11 (or possibly earlier at the discretion of the Community).
 - Advertising – We anticipated the highest number of Advertisers since we renewed our efforts to solicit them at the beginning of the year.
 - We are planning a “Schools Out Ice Cream Celebration” for May 25 in Zeina Park. We are seeking volunteers to help and soliciting monetary and product support from Publics, Cold Stone, Brewsters and others. Karen Huber and Kathy Hammack are spearheading this effort.
 - Welcome Baskets – Rick put me in touch with Christy’s Basket Corner in conjunction with our idea of presenting Welcome Baskets to new residents. Christy would put together baskets comprised of various items for \$30 to \$40 per basket. My thought is that we would have people within the Community donate gifts cards or gifts to the Baskets and the HOA would only incur the minimal expense of purchasing the Bags or Baskets. We asked Rick to determine how many new residents we have had move in over the last couple of years.

- **New Business continued:**

- Home of the Month – Discussion – The HOA will initiate a “Home of the Month Award” sometime within the next several months. We are considering a \$50 Gift Certificate to Outback Steakhouse as an honorarium to each home receiver this Award. The Selection committee will be comprised of an undisclosed number of anonymous residents of the Community and the standards and criteria for winning shall remain subjective, highly flexible and unpublished. This is just an attempt to instill a bit of Community Spirit.

- Next Meeting Date: May 11, 2007 at 11 AM.

Location: 4701 Lina Court.

- CALM – Common Area and Lake Maintenance – Wayne Key

- Common Area / Maintenance Issues – Wayne will meet with Eric of Complete Landcare to discuss cutting the grass closer to the edge of Lake Michaela and other issues identified earlier in these Minutes.

- Lake Status – Cleaning – Jay Heide will attempt to clean Lake Michaela. However, Alligator mating season is soon approaching and extreme caution will need to be exercised. We will also ask Jay to do something about the Cattails.

- Next Meeting date: To Be Determined.

- **Other New Business:**

- E-mail from Troy McDonald – We received an e-mail from Troy suggesting that we may have a problem with RCLM water flowing into the storm drains. Terry commented that it is impossible to prevent water from lawn sprinkling systems running into the storm sewers. There is really no way for us to address this. We will, however, put an Article in the June Newsletter about this issue. and a permanent post will also be on the Website.

- Replacing Sand with Rubber Chips – We will address this issue in next year’s budget.

- Resident Alerts – The HOA wants to distribute an Alert about an ice cream vendor a couple of weeks ago. COA will provide 459 copies and Lou Bloom will arrange to distribute a Notice to each resident. It will also be posted on the TLBHOA website.

- **Other New Business continued:**
 - **Acknowledge Date / Location for March Board Meeting:**
 - Meeting Date – May 29, 2006 - 7:00 PM
 - Meeting Location: 5507 Winding Brook Lane

 - **Adjournment**
 - Motion to Adjourn: Terry Ottinger
 - Motion Seconded : Lou Bloom
 - Vote: 5 - 0
 - Meeting Adjourned at: 10:45 PM