

**Twin Lakes of Brandon Homeowners Association, Inc.**  
**Board of Directors Meeting Minutes**  
**June 26, 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 06/23/07
- **Roll Call**  

Terry Ottinger, Wayne Key, Scott Denty, David Leonard, Lou Bloom
- **Others in Attendance:**
  - Rick Pitrowski, COA
  - Shane Karlson, Complete Landcare
- **Last Board Meeting Minutes Reading / Review / Approval**
  - Last Board Meeting of May 29, 2007
  - Minutes Reading / Review – Terry Ottinger
    - Motion to Approve: Terry Ottinger
    - Motion Seconded: Dave Leonard
    - Vote 5 – 0
- **Complete Landcare – Shane Karlson** – Shane addressed concerns and specific items of dissatisfaction expressed by the Board. Stated it was his goal to maintain open lines of communications with the Board. Shane covering a myriad of matters including clearing more land between the new Gazebo and Lake Stearns; sprinkler system maintenance; maintaining the Common Area across from the Community Pool; attending to the Park on Red Warbler; cutting certain areas around Lake Michaela; the berms that extend into the Lake and conducting an annual treatment for ants in the play areas of Zeina Park.  

Shane addressed the invoice for approx \$2,500 and agreed to revise it waiving all labor charges and charging us only for the cost of parts.

Shane understands the importance of his relationship with TLB and committed to work hard to keep our business and ensure that we are completely satisfied with his services. He invited us to call his cell phone at any time.
- **Old Business:**
  - COA - Pool Covered Area Lights Repair – Not performed yet. Terry will talk with Mike (maintenance man associated with COA) about what needs to be done.
  - COA – Village Entrance Sign Lights – The lights at some Village entrances were not automatically turning off during the day. Rick will check to see if they have been repaired.

- **Old Business continued:**
  - COA – Park Tree Maintenance - Trimming
    - Bid from B & G Tree Services, LLC.:
      - Remove deadwood along homeowner’s property line - \$1,000.
      - Remove deadwood in the Parking and Sidewalk areas - \$1,200.
      - Remove deadwood in the Playground - \$4,800
      - Cable and trim the large Oak Tree that is split - \$1,400.
      - Other items in the proposal - \$4,750 - Tabled for future review.
        - Motion to Approve: Dave Leonard
        - Motion Seconded: Wayne Key
        - Vote: 5 - 0
  - COA – Fresh Sand for Zeina Park – Sand has been installed.
  - COA - ██████████ Mediation
    - John Ellis has filed a Motion with the Judge to enforce the Mediation. We are now waiting for the Judge to sign the Motion to compel action by ██████████. \$700 check from ██████████ has been deposited.
    - Rick has arranged for volunteers to assist in painting the house. ACC Application will be submitted for paint colors and ██████████ will purchase the paint. Rick has volunteered to power wash the house. ██████████ however, is responsible for attending to the landscaping issues. Rick will speak with her in the interest of ensuring ██████████ understands what ██████████ needs to do.
  - Proposed October Community Wide Garage Sale
    - Board elected not to conduct another Garage Sale this year.
  - Quarterly Assessment Due Sign
    - Terry discussed the banner at our entrance, reminding residents that the Quarterly Assessment Fee is due as of July 1.
    - Dave Leonard has assumed the responsibility of removing the banner and then displaying it for the October 1 due date.
    - After some discussion, it was decided that the Banner should be displayed one week prior to the Fee due date and one week following the Assessment due date.
    - Rick will send us information on how our residents can currently pay their Assessments by credit card or e-check on-line. Terry agreed to put the Instructions on the TLB website and an announcement in our August Newsletter. .

- **Old Business continued:**
  - EPC – Wetlands Case – Meeting July 10<sup>th</sup>
    - Terry has spoken with each of the homeowners cited in the May 7<sup>th</sup> letter from the EPC, as well as other residents on Winding Brook Trail whose properties incorporate wetland area. Each has agreed to comply with the wetland restrictions.
    - All homeowners who must comply with the wetland restrictions have received a certified letter from the HOA.
    - Appeals Plan – Terry has arranged for a meeting with Paula Dent of the EPC on July 10<sup>th</sup>. Board Members were invited to join him at that meeting if they wished to attend.
    - It is Terry's intend to demonstrate to Paula (and other staffers of the EPC that will be in attendance) that TLB took, swift, aggressive and clear actions to address the violations when they became known to the Board. We will ask if the fines can be assessed against the homeowners as opposed to the HOA. We will also solicit suggestions from the EPC and otherwise ask for any assistance they might provide (such as signs that we may post around Lake Stearns detailing the wetland restrictions and copies of surveys they used to identify where the wetlands are).
    - After discussion, it was determined that it may be in the best interests of the HOA to independently have the land surrounding Lake Stearns surveyed to determine the location of the wetlands and the land owned by the HOA. Rick agreed to investigate pricing and how quickly it might be done.
    - Following the July 10<sup>th</sup> meeting with the EPC, the BOD will arrange for a meeting of residents to discuss the wetland issues.
  
- **New Business:**
  - Vandalism Gate – Pool Damage
    - Terry reported that the Gate to the Community Pool was ripped entirely off its hinges by vandals on June 18 (the Gate was repaired shortly thereafter). The security camera recorded the event and we have video images of the 3 individuals responsible for the damage. Terry will distribute those images to Board members and others in an effort to identify them.
  - Breaching the Pool Security – The Board discussed the problem of individuals scaling a wall surrounding the pool area to gain access to the pool after operating hours. Several approaches to dealing with vandalism at the pool were discussed.
    1. Raising the wall by adding more blocks and/or installing some type of metal fencing at the top (perhaps with spikes).
    2. Install canopy-type screening over the area.

- **New Business continued:**

- 3. Requiring the use of the key-card to exit the pool. Terry will further investigate the key-card to exit option and Rick will obtain estimates for screening.

- Tennis Court Damage – The Tennis Court surface has been marred and the nets destroyed. Additionally, the courts were littered with glass as of this morning. Several approaches to dealing with this problem were discussed:

- 1. Install a light post at the courts.
    - 2. Place a security camera at the courts.
    - 3. Fence-in the courts and require key-card entry.

- Rick will check on pricing for fencing and Terry will follow-up on the key-card entry system.

- Covenants and Rules Review Committee

- Questionnaire / Survey of HOA Members – The Board reviewed the draft of the Survey prepared and distributed by Terry subsequent to the May Board Meeting.

- Terry will incorporate the changes and modifications agreed to at this Board meeting and then distribute the Survey to the Board members for a final review.

- Following the final review by the Board, Terry will provide a copy of the Survey to the Covenants and Rules Review Committee and solicit their input.

- The Board is prepared to oversee the printing and mailing of the Surveys, as well as the collection of the Surveys after they have been completed by residents.

- COA – Community Matters & Report – Rick Pitrowski

- Ball Mediation – The house is for sale. The Board agreed unanimously to proceed with legal process and notify the real estate agent of the outstanding CCR violation.

- Safe Escape Training – Rick has volunteered to conduct this training. He will send information to Lou for inclusion in the Newsletter and we will pick a date and secure a room at the YMCA.

- Holiday Concert in the Park – We will again offer this event. Rick will start to coordinate it.

- **New Business continued:**

- Financial Report – Dave Leonard

- As of May 31, 2007:

- Expenses for the month \$ 25,476.61
- Budgeted for the month \$ 32,696.66
- Expenses year to date \$ 172,351.14
- Budgeted year to date \$ 163,483.38
- Total assets reported \$ 190,137.28

- Delinquent Assessments – 58 Accounts totaling \$19,490.64:

- 46 accounts totaling \$7,564.15 are 1 – 30 days delinquent
- 4 accounts totaling \$1,639.39 are 31 to 60 days delinquent
- 8 accounts totaling \$10,287.10 are over 90 days delinquent.

- The following accounts require 10 Day Letters:

[REDACTED]

- The following accounts are being sent to the HOA attorney for further legal action:

[REDACTED]

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

- Other Matters – The TLB HOA domain registration and website hosting renewal is due in October. We will renew for a period of 5 years for \$99.99 per year with Network Solutions.

## **New Business continued:**

- Committee Reports:
  - ACC – Architectural Control Committee – Scott Denty
    - Report on Meeting 6/20/07
    - 16 Applications were reviewed: 6 were approved, 5 were conditionally approved, 3 were asked to be resubmitted and 2 are pending a decision.
    - Next Meeting: 7-18-2007 at: 5507 Winding Brook Lane
  - CCR – Covenants, Conditions and Restrictions – Terry Ottinger
    - Report on Meeting 6/18/07
    - Summary Report review - 39 homes (8.5% of the Community) currently have CCR violations.
    - Board Review / Legal Matters - None
    - Next Meeting: 7-16-2007 at: 5505 Winding Brook Lane
  - CSAC – Communications & Social Activities Committee – Lou Bloom
    - Newsletter August – The August Newsletter is currently being prepared. Cut-off date for submissions is July 13. Presently, we are planning an article on vandalism in TLB and an article concerning violations of our No Parking Covenant. We will also include an article about the ability to pay Assessment Fees on-line.
    - Advertising – \$3,003 in advertising revenue has been generated in 2007. There are 3 advertising spots available for the August Newsletter.
    - Home of the Season – The “Summer” Home of the Season will be selected by July 11 and the Newsletter will include a picture of the winning homeowners. The December Newsletter will feature the “Winter” Home of the Season.
    - Dave Leonard will be the featured Board member.
    - Next Meeting date: 7-11-2007 at 4701 Lina Court.
  - CALM – Common Area and Lake Maintenance – Wayne Key
    - Refer to Discussion with Shane Carlson
    - Next Meeting date: TBD Location: TBD

- **Other New Business:**

- Parking Violations – In recent weeks, Board members have received complaints from homeowners about cars being parked on the streets for extended periods. The HOA will enforce our No Parking Covenant in the same aggressive manner in which it pursues violations of any Covenant and/or Rule. When a Sticker has been applied to a vehicle, COA will be notified and a Compliance Request Letter will be sent to either the owner of record (if there is a TLB Permit on the windshield) or the owner of the house in front of which the vehicle is parked. If there is failure to comply, the HOA will pursue legal action intended to result in a court order directing that the offending vehicle be removed from the street.

**Acknowledge Date / Location for July Board Meeting:**

- Meeting Date - July 24, 2007 - 7:00 PM
- Location – Wayne Key’s / 5129 Whispering Leaf Trail

- **Adjournment**

- Motion to Adjourn: Terry Ottinger
- Motion Seconded: Dave Leonard
- Vote: 5 - 0
- Meeting Adjourned at: 11:01 PM