

**Twin Lakes of Brandon Homeowners Association, Inc.**  
**Board of Directors Meeting – Minutes**  
**November 27, 2006 - 7:00 PM**

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

- **Call to Order: Terry Ottinger**
- **Proof of Notice:** Notice Posted on Community Announcement Board 11/04/06
- **Roll Call**  

Terry Ottinger, Wayne Key, Scott Denty, David Leonard, Lou Bloom
- **Others in Attendance:**
  - Lisa Harmon, Resident
  - Rick Pitrowski, COA
- **Last Board Meeting Minutes Reading / Review / Approval**
  - Last Board Meeting of October 24, 2006
  - Minutes Reading / Review – Terry Ottinger
    - Motion to Approve: Dave Leonard
    - Motion Seconded: Wayne Key
    - Vote : 5 – 0 Approved
- **Contractor Presentations:**
  - Landscape Maintenance – Brandon Melanson and Mark Locke of Next Level Turf Management made a presentation to the Board. They suggested that TLB was not getting the value they deserved for the cost of the service from Valley Crest.
  - They passed around pictures betraying a number problems, issues and poor maintenance concerns. Next Level would like an opportunity to show us what they can do. Their charge would be \$9,200 per month and they outlined a myriad of services that they would provide.
  - Most of their business is concentrated in Sarasota, but they are aggressively working to build a solid book of business in Hillsborough County. In response to Rick's question, they said that they had several clients who are comparable to the size of TLB. They specifically referenced The Oaks and Plymouth Harbor and told us that they have contracts with Century Management, Superior Management and Boulder Venture.
  - They have 1000 residential clients and 16 commercial clients, and will add 5 more commercial clients soon. They currently have 2 Mowing Crews in Sarasota and are planning to put another one in Hillsborough County. Each Crew is comprised of 5 to 6 people.
  - No other vendors were present.

- After Brandon and Mark left, the Board discussed the various proposals we have received.
  - ValleyCrest is currently charging TLB \$104,000 annually. Wayne has been meeting with them to point out the work that needs to be done and ValleyCrest and he has been received well. The issue, however, is the property has been allowed to deteriorate to this point. Wayne feels he can work effectively with Valley Crest however Terry and others expressed disappointment in their performance.
  - Raymow has submitted a bid of \$12,385 per month and was the most expensive of the bids received.
  - Complete Land Care is proposing \$8,516 per month. Wayne will obtain references for Complete Land Care and Scott will inspect the properties.
  - The Board decided that the 2007 Budget will allocate \$112,000 for landscape maintenance.
- **Old Business:**
    - Rick Pitrowski - 'Holiday in the Park event – December 2, 2006.
      - Toys for Tots Drive will be from 4:30 to 6:00 P.M.
      - Raffle for Tickets will be drawn at 6 P.M.
      - Santa's Arrival will be at 5:00 P.M.
      - Bloomingdale High School Chamber Orchestra will perform at 7 P.M.
    - Community Entrance – Holiday Decorations will be constructed by Terry, Dave and Wayne on Saturday 12/2 at 8:00AM.
    - Rick Pitrowski – Tennis Court Area Issues:
      - Trashcan replacement – Rick has been authorized to purchase a new trash container for the tennis court area.
      - Total Amount \$163 plus shipping for the can, \$70 for the Top, The Can will be bolted to the concrete pad.
      - Steel grate over drain – We will purchase a cover for \$233.
    - Valley Crest – They have replaced the sod along Bloomingdale Avenue, but we have not received an Invoice yet for the work.
    - Dave Leonard – Gatehouse Bathroom Sink has been repaired.
- **Old Business continued:**
    - Terry Ottinger – Security Status
      - Fence Status – Fence surrounding the pool is now complete.
      - Surveillance Cameras – Cameras have been upgraded and we now have a wireless feed into the Guardhouse for stronger security.
      - Intrusion Detection System is in place.

- Card Access – There will be a slight delay in activating the cards. Cards will be required for both pool and bathroom access and access won't be allowed when the pool is closed.
- Card Issuing – Verizon needs installs a line connection. There will be a Notice sent to each home with the 2007 Budget by Dec. 15 describing the issuing procedure. We will wait until Jan. 15 to activate the cards. This period will give residents the opportunity to request cards from COA.
- Bathroom light will be put on a timer or motion sensor device. COA to contact Earl Palmer to facilitate this repair.
- Terry Ottinger - New Web Site
  - The new Website is up and running and receiving favorable reviews.
  - Terry would like people to log-in and navigate to Feedback and Comments Form on the bottom of the left side menu listing.
  - Residents have suggested that the Board post CCR Violations and ACC Applications on the website. The Board rejected that idea in favor of resident's privacy.

- **New Business:**

- Financial Report – Dave Leonard
  - See the attached Financial Statement - The Association has assets of \$216,559.16. The Association is under-budget by \$18,538 year to date and there are no major variances.
  - Delinquent Assessments – 10 day letters and Attorney's Letter were authorized be sent to the following members:

10 Day Letters:

█	\$ 398.94
█	\$ 398.94
█	\$ 398.94
█	\$ 398.94
█	\$ 401.60
█	\$ 405.13
█	\$ 449.96

Attorney's Letter:

█	\$ 361.02
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Motion to Approve: Dave Leonard  
 Motion Seconded: Terry Ottinger  
 Vote: 5 - 0

- Gate Attendant Services – Bid Review
  - US Security Associates
    - \$13.25 Bill Rate    \$8.25 Pay Rate    \$62,097.45

- **New Business continued:**

- Allied Protection Services
  - \$14.50 Bill Rate \$9.50 Pay Rate \$67,977.60
- Bales Security Services
  - \$16.00 Bill Rate \$9.00 Pay Rate \$74,985.60

Terry met with Allied and Bales. US Security did not respond to Terry's request for a meeting. Allied can provide a "roving" guard to check on the pool and other common areas so the Gatehouse attendant will never have to leave his post. A Motion was made to contract with Allied.

Motion to Approve: Scott Denty

Motion Seconded: Dave Leonard

Vote: 5 - 0

- Budget Planning Terry led a discussion of the proposed Budget for 2007. The Board reviewed and discussed each line item in the Budget, discussed and approved a final Budget for 2007 as follows: (see attached)
  - Budget Expense - \$392,360
  - Budget Increase of 8.4% Increase over 2006
  - Assessment - \$840.00 per year - \$210.00 per quarter
  - Assessment Increase of 7.7% Increase over 2006
- Budget Approval:
  - Motion to Approve: Terry Ottinger
  - Motion Seconded: Lou Bloom
  - Vote: 5 - 0
- Committee Reports:
  - ACC – Architectural Control Committee – Scott Denty
    - Open Issues – A resident is refusing to remove the unauthorized black paint from his trim and front door until 2 other residents do so. Rick will respond to the homeowner that his position is unacceptable and if he doesn't take corrective action the matter will be sent to the Association's attorney.
    - Volunteers Status: The Committee is still in need of volunteers. Troy Ligon and Dave Campbell have joined the Committee.
    - Guidelines Revision – None discussed.

- **New Business continued:**

- Pavers on Driveway / Sidewalk (Harmony & Balance)
- A resident has requested approval to replace the concrete driveway at his house with decorative brick pavers.
- The ACC approved the request pending Board approval that pavers were allowed.
- Rick of COA stated that the Board was not empowered to override the ACC decision itself, but could rule as to the use of pavers in the community.
- The Board voted on the pavers in the community matter in the interest of providing direction to the ACC only.

Motion to Approve: Terry Ottinger

Motion Seconded: Wayne Key

Vote: 4 - 1

- Next ACC Meeting Date: December 19 – 7:00PM Location: TBA

- CCR – Covenants, Conditions and Restrictions – Terry Ottinger

- Terry reported on the Meeting of 11/20/2006
- Currently, 11.5% of the homes in the Community are in violation of the Declaration of Covenant, Conditions and Restrictions (53 homes).
- Board Review / Legal Matters

- [REDACTED] - Turf –mediation recommended.

Motion to Approve: Terry Ottinger

Motion Seconded Scott Denty

Vote: 5 - 0

- Parking Violation Stickers will soon be available to notify members who violate the restrictions on parking on the streets of the Community.
- The CCR Committee respects the anonymity of our residents and will not list names and addresses of residents who have CCR violations in documents that are available for public viewing.

- The CCR Committee will consider developing some form of reporting mechanism that will allow residents to easily bring their concerns and comments to the attention of the Board.
- CCR Meeting Dec 18th Location: 5505 Winding Brook Lane
- CSAC – Communications & Social Activities Committee – Lou Bloom
  - The December Newsletter was approved on November 29 and is now in the process of being printed and then distributed.
  - Meeting Date: November 28 Location 4701 Lina Court
- CALM – Common Area and Lake Maintenance – Wayne Key
  - No Open Issues
- COA – Community Report – Rick Pitrowski

Rick reported that the 2 basketball nets and the fence at the tennis court needs repair.

We will seek to have the trees in the Community Park trimmed in January or February as these are slow months for arborists and we should be able to secure favorable pricing. Rick will report to the Board in December on prices and scheduling.

Rick requested that TLBHOA change its depository account from Mercantile Bank to RSB Centura. The new bank will give our residents more options and flexibility in paying their assessments and provide some operational efficiency at COA.

Dave Leonard – Treasurer will take the lead on this and the Board will review this matter and vote via an e-mail polling.

- **Other New Business:**

- Resident Request Use of Pool Parking for a Party – A resident has requested to be allowed to use the parking lot of the pool for a holiday party that will be held on an evening in December. The Board unanimously approved the request.

- **December Board Meeting:**

- Date: **December 26, 2006 at 7 P.M.**
- Location: **5507 Winding Brook Lane**

- **Adjournment**

- Motion to Adjourn: Terry Ottinger
- Motion Seconded: Wayne Key
- Vote: 5 - 0
- Meeting Adjourned at 11:03 P.M.