

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

Meeting held at: 5507 Winding Brook Lane

- **Call to Order: Terry Ottinger**

- **Proof of Notice:** Notice Posted on Community Announcement Board 12/08/06

- **Roll Call**

Terry Ottinger, Scott Denty, David Leonard, Lou Bloom

Absent – Wayne Key

- **Others in Attendance:**

- Mary Collister, COA

- **Special Presentation by Complete Landcare**

Shane Karlson (owner) and Eric Schultz made a presentation to the Board outlining the capabilities and capacity of their firm. They distributed a CD about the company for the Board's review. The company is local and has been in business for 16 years and currently employs 60 people. There are 4 Divisions (Maintenance, Irrigation, Fertilization and Pest Control) within the company and they have experience working with properties larger than Twin Lakes. They suggested that it would take between 4 to 6 months to see improvement in Twin Lakes. They use "walk-behind" mowers to reduce the stress on the turf. They are fully licensed, would not need to add any additional personal and could start on January 1, 2007. They are on 24 hour call and stressed their high level of accountability. We have checked on their references. We would enter into a 3-Year Agreement with Annual Renewals. The Board thanked them and told them a decision will be made tonight.

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

- Last Board Meeting of November 27, 2006
- Minutes Reading / Review – Terry Ottinger
- 5 Changes Noted and will be made.

- Motion to Approve: Terry Ottinger
- Motion Seconded: Scott Denty

- Vote: 4 - 0

- **Old Business:**

- Mary Collister

Tennis Court Area Issues: We have 2 bids for resurfacing the Tennis and Basketball Courts and will address them later in this meeting.

- Coupon Books - were mailed on December 22. Due to the late mailing, our grace period will be extended to February 1, 2007.
 - Budget Mailing – The Budget mailing was not made as of the Dec. 15 target date and has not yet to be made. Mary will follow-up on the matter
 - Trashcan replacement – The Can is in COA's office and the Liner is on back-order.
 - Steel grate over drain – Has been installed.
- Pressure Washing – Fences, playground equipment and pool furniture pressured washing is underway and should be completed by December 29. Perfected Pressure Washing is doing the work.
- COA – Community Report – Mary Collister
 - 1. – Trees – We have budgeted \$8,500 for the removal, trimming and repair of trees in Zena Park and the common areas. We have 4 bids and will ask COA to invite other bids. Terry will discuss these issues further with Rick of COA. The Board will make a decision as soon as possible.
 - 2. – The terms of the Audit contract need to be reviewed. Dave Leonard will do so.
 - 3 -- Basketball Nets have been replaced and the fence has been re-stretched.

- **Old Business continued:**

- Landscape Maintenance – Contract Decision
 - The Board decided to retain Complete Landcare for 2007. they will charge - \$8,516 mo / \$102,192 yr. This is well within the amount that was budgeted for 2007. The TLBHOA will save \$200 per month compared to our current provider. COA will notify Shane and Eric on Dec. 27.

Motion to Approve: Scott Denty

Motion Seconded: Dave Leonard

Vote: 4 - 0

 - Valley Crest – COA will advise Frank at Valley Crest that their contract has not been renewed.
- Gate Attendant Service - Allied Protection will commence service as of January 1, 2007. US Securities has been informed that their contract will not be renewed.

- Terry Ottinger – Security Status
 - Light Vandalism – The Hillsborough County Sheriff’s Department apprehended the 2 juveniles’ who torn down a streetlight on Partridge Point Blvd. The TLBHOA did not press charges because their parents have agreed to pay any costs incurred by the Association as a result of this vandalism. Terry Ottinger will send a letter to the parents reconfirming that they will pay any costs and, if they fail to do so, the Association will press charges.
 - Card Access System – Is installed and ready to go. We are now waiting for Verizon to activate the system in early January, 2007. Terry Ottinger will train the personnel at COA on managing the card access system.
 - Invoice for Security System – System Cost – Dave Leonard would like to pay for the System in 2006. The TLBHOA will realize a savings of \$2,809.48 from the amount budgeted for this System. We were able to save money by not trenching any wires and using the existing recorders.

- Website Review – Terry Ottinger asked each Board member to review the new Website and offer comments and suggestions about it. The information regarding the Social Activities and Communications Committee will be updated.

- **New Business:**

- Financial Report – Dave Leonard
 - Current Financials - Actual vs. Budget – Dave reported that as of November 30, the Association had \$187,707.62 in Assets. YTD we are underbudget on Expenses by \$22,668.98 (\$310,015.98 vs. \$332,684.96).
 - Delinquent Assessments

An Attorney Demand letter will be sent regarding the delinquent account of [REDACTED] (currently in arrears of \$374.29)

- Community Projects – Priorities List
 - Gazebo Repairs – Sunshine Maintenance has submitted a bid of \$589 repair and paint the gazebos on Lake Michaela Blvd and the Tennis Courts. If the Board approves, Mary will contact them to start work. We expect the repairs and painting to be complete by January 5, 2007.
 - Observation Deck – Gazebo and Walkway – This matter has been tabled until we receive qualified bids.
 - Pool Deck Repairs – We have information from Dura-Deck and J & S Decking. We will seek references and warranties. The anticipated cost is \$6,990 or \$6,950.
 - Pool Electrical Repairs / Upgrades – This item has been tabled. We have budgeted \$2,700 to provide for more lighting and extra landscape lighting in the pool area. We will have a “Dusk to Dawn” light installed to

specifically illuminate the pool and deck. COA will call Brandon Lighting to schedule an estimate. We will eliminate the motion detectors currently in place. Motion activated lights will be placed in the bathrooms. Terry Ottinger will talk with Earl Palmer about other needs in the pool area. The Board will review bids at a later time.

- Tennis Court and Basketball Court Resurfacing – Funds for resurfacing have been incorporated in our Budget. Florida Courts has submitted a bid of \$6,500.
- Picnic Tables – If the Board approves, we will purchase 3 tables with attached benches that will be secured in the ground. COA will contact Jayhawk Plastics to order the tables.
- It has been proposed that the Board authorize the following expenditures:

Gazebo Repair for \$589.

Pool Deck Repair for either \$6,950 or \$6,990 (pending final selection of vendor)

Tennis and Basket Ball Courts Resurfacing for \$6,500.

Picnic Tables purchase and installation for \$3,000.

- Motion was made to authorize expenditure of \$17,079 for the 4 above-referenced items.

Motion to Approve: Scott Denty

Motion Seconded: Dave Leonard

Vote: 4 - 0

- **New Business continued:**

- Committee Reports:

- ACC – Architectural Control Committee – Scott Denty
 - Report on Meeting 12/19/2006 – There are 4 pending application for review.
 - Open Issues - None
 - Guidelines Revision - None
 - Next Meeting (date) January 17, 2007 at 5507 Winding Brook Lane.
- CCR – Covenants, Conditions and Restrictions – Terry Ottinger
 - Report on Meeting 12/18/2006 (Postponed)
 - Summary Report (copies) – To follow next meeting.

- Board Review / Legal Matters - None
- Next Meeting - January 15, 2007 at 5505 Winding Brook Lane.

- CSAC – Communications & Social Activities Committee – Lou Bloom
 - Open Issues - None
 - Blood Drive – The Blood Drive has been scheduled for March 17, 2007 in Zena Park.
 - Garage Sale - We will have a Community Garage Sale on April 21, 2007.
 - Newsletter - We are targeting our next Newsletter for February, 2007. Terry Ottinger will write a “Know Your Board Member” piece for this Newsletter and each Board Member will do likewise for future issues.

 - Next Meeting – January 4 at 11AM at 4701 Lina Court.

- CALM – Common Area and Lake Maintenance – Wayne Key
- No Report was made because of Wayne Key’s absence.

- **Other New Business:**

Parking Stickers – “NO PARKING” Stickers are in the process of being printed.

- **Acknowledge Date / Location for January Board Meeting:**
 - Date – January 30, 2007 at 7PM

 - Location: 4701 Lina Court

- **Adjournment**
 - Motion to Adjourn: Terry Ottinger

- Motion Seconded:
- Vote: 4 - 0
- Meeting Adjourned at: 9:25PM