

Village of Lake Tarpon HOA BOD Meeting 3/16/17

Meeting called to order at 5 PM by Bob DuBois President

Pledge of Allegiance

Roll Call, Quorum Established. Approximately 60 residents attending.

Present: BOD: Bob DuBois, Sherry Shundoff, Pat Hills, Don Hatton, Steve Welsh, Nancy Marshanke, Gwen Burton, Mark Munir, Tony Toscano LCAM. Tom DeLuca excused for family reasons.

Minutes of Feb. 16, 2017 approved by unanimous consent.

Public Communication: None

Written Communication: None

President's Message: 1. Hazardous Waste Collection and Shredding Truck in VOLT earlier today. 2. Signup sheet for volunteers to canvas VOLT for those who have not yet voted on Material Alterations to Common Elements of VOLT. Meet Tues. March 21 to organize and canvas village for next three weeks. 3. An unsigned handout was placed in VOLT mailboxes with some disparaging remarks, with "factually incorrect information". Legal issues were questioned but had been carefully considered and researched by BOD prior to proposals being made. Anyone planning to have written communication discussed at HOA meetings must be signed.

Treasurer's Report: Presented, Motion by Steve Welsh, 2nd by Pat Hills. Approved.

Director's Comments: Steve Welsh concerned with road dip on bend in Independence. Mark Munir concerned with road dip on Independence and John Hancock.

Manager's Report: 1. Rowland construction will deal with dip on bend

- at Independence, is sewer issue, County will be involved.
2. API taking care of dip at John Hancock & Independence grout, fill, compact.
 3. Clubhouse entry carpets replaced.
 4. Delinquencies 38 total; 7 @ 2 mos; 1 @ 3 mos; 1 @ 4 mos; 4 @ attorney; one ready to go. 47% of all delinquencies.
 5. Reminder for all heading out of VOLT for period of time secure all loose items, check and clean clutters, remove all mold before leaving as it can migrate to underside of siding and cause expensive damage and repair.

Committee Reports:

A. ARC Requests/Recommendations: Steve Welsh presented

1. 26 Lexington Court 3 trees to be replaced, no site line issues, complies with current HOA, rules, regulations, codes. Motion Mark Munir; 2nd Sherry Shundoff. Approved.
2. 160 Philadelphia Blvd. Add to driveway. Complies with current HOA rules, regulations, codes. Motion Nancy Marshanke; 2nd Pat Hills. Approved.
3. 214 Philadelphia Blvd. Widen current driveway. Complies with current HOA rules, regulations, codes. Motion Mark Munir; 2nd Sherry Shundoff. Approved.
4. 177 Revere Court. 12 x 30 ft screened roofed lanai addition. No site line issues, contractors clearance. Complies with current HOA rules, regulations, codes. Motion Don Hatton; 2nd Nancy Marshanke. Approved, one abstention (BOD member is property owner).
5. 244 Independence Ave. Replace screen front on Lanai with 2 four foot solid white swinging privacy doors. No site or property line issues. Complies with current HOA rules,

regulations, codes. Motion Pat Hills; 2nd Nancy Marshanke. Approved, one abstention (BOD member is property owner).

B. Administrative Assistant Position: Sherry Shundoff presented.

Sherry Shundoff, Steve Welsh, Mark Munir, Tom DeLuca subcommittee. Recommendations: non-resident (due to confidentiality issues), minimum 4 hours M-F, hours/salary yet to be determined, 2 years experience as administrative assistant, would be HOA employee, BOD interview and hire, quarterly professional review, retain separate and beyond extent of Ameritech contract, bonded.

General job description:

Liason between homeowner, board, property manager, vendors; organize, monitor, evaluate business office operations; set up & handle incoming mail, filing; answer phone, fax, and copy; meet, greet, assist homeowners; prepare and review new homeowners packets including declaration of covenants, conditions, restrictions; ensure new homeowners have access to pool, tags, key fobs; assist with mailings; maintain petty cash; shop for and purchase office supplies; update bulletin boards; manage office equipment and office space; making and tracking clubhouse & community room reservations; maintain community calendar; prepare BOD packets; attend BOD meetings; maintain VOLT records; maintain work order spread sheets for maintenance requests; assist with website; post meeting signs. Subcommittee Bob DuBois, Steve Welsh, Pat Hills, Tony Toscano to meet on recommendations and set time frame for implementation for April BOD meeting.

Discussion:

A. Tony Toscano: Air Conditioning 6 bids received two separate types of systems \$58-110K. Special BOD meeting to be held with HVAC contractors workshop Tues April 11 at 3 PM in Village Office alternate date Thurs April 13 at 3 PM. Tony Toscano will coordinate with contractors and BOD. Kitchen faucets broken, shut off valve repair to be completed Monday Mar. 20 by licensed plumber.

B. Sherry Shundoff Ad Hoc Advisory Committee this committee would access expertise of village residents licensed or previously licensed professionals in plumbing, building construction, electrical, engineering, masonry, landscaping, engineering, other appropriate specialties, etc. to advise, assist, review future VOLT proposals and projects. Only licensed, bonded professionals would be hired to complete the work, so this would be a voluntary advisory committee only.

C. Mark Munir Fining Review Committee originally had six members down now to three members. Anyone interested in serving on this committee should contact Steve Welsh or Tom DeLuca. Keith Blozos chairperson.

Action Items Tony Toscano

A. Pet Variance Lot 107 appropriate forms filed, attorneys recommend approval. Motion Mark Munir, 2nd Pat Hills. Approved.

B. Pet Variance Lot 77 appropriate forms filed, attorneys recommend approval. Motion Don Hatton, 2nd Mark Munir. Approved.

Adjournment at 5:45 PM. Motion Mark Munir; 2nd Nancy Marshanke.

Approved.

Respectfully submitted, Patricia A. Hills, BOD Secretary