

CLEARBROOKE TOWNHOUSE CONDOS BOARD OF DIRECTORS MEETING

March 28, 2018

The meeting was duly posted.

MEETING CALLED TO ORDER: 605 pm by Tony Armer

PRESENT:

BOD: Tony Armer, Scott Grant, Kiva Alvarez, Michele Pedulla

Ameri-Tech: Phil Colettis

Homeowners: Ron Weining (1882), Kailyn Fischer (1889, Tulio Z (1850), Serena Carbone (1814), Marci Sebastian (1825), Donna Watts (1840), Carol Cook (1853), Stephen Bacon (1804), Donna Kamp (1808).

APPROVAL OF MINUTES:

Waived reading of minutes of previous meeting BOD, minutes were approved. Motion by Scott, seconded by Michele.

UPDATES:

Jim Zampieri has resigned from the BOD. Since new elections will occur in a few months, will leave with four BOD members, understanding that will still need 3 as a quorum for meetings and, if there is a divided vote, one member will need to abstain. All BOD members agreed.

Stephanie Dasher is no longer with Ameri-Tech. Phil Colettis will be representing until the new manager is in place.

APPROVAL OF FINANCIALS:

- **Delinquency Update:** Reviewed each delinquent account and plan of action for recovery. Agreed to letter at 60 days send to attorney, noted that approximately \$22K in delinquency
- Motion to approve financials by Tony, seconded by Kiva.

NEW BUSINESS:

- **Updated House Rules:** Final version of House Rules reviewed with several edits, BOD approved with edits, motioned by Michele, seconded by Kiva, all in favor of changes. Tony will edit and send to Phil.
- **Update on Units Damaged by Fire:** Awaiting engineering drawings, insurance check issued, no dispute.

- **Review of Previous Discussions with Stephanie:**
 - **Paving Bids:** Still need bids, Phil working on these now, once have all three will present to BOD. Have about 51K in reserves to cover this.
 - **Sidewalk Repairs:** Discussed need to walk property by Phil to assess sidewalks.
 - **Gutters:** Phil will investigate outside resource for evaluation; 1828 needs gutter cleaned out, Phil to reach out to Randy to take care of this.
 - **Roof:** Have enough in reserve for next roof for repair, 1833-1839.
 - **Termites:** Discussion of subterranean termite coverage as needed
 - **Rental Units:** Reviewed available information
 - **Communication with Owners:** Discussed need for communication with owners including email addresses. Sign out front for meeting notice noted with positive response from BOD and homeowners. Website up and running, address is <http://clearbrooketownhomes.org/> Need to update community about recycling, do's and don'ts, etc.
 - **Ditches:** Phil to check in on communication with Pinellas County, for ditch trenching and clean out.
 - **Pool Key and Gate:** Factory keys given to Tony. Gate needs reinforcement, Phil to talk with Randy about completing.

Homeowner Concerns

- Several topics discussed including
 - Replacement of shrubbery lost from Hurricane Irma, etc.
 - Possible Task Force for beautification of property, including Florida friendly plants, etc. Discussed adding to website
 - Discussed recycling bins, proper items in recycling.
- **NEXT MEETING NOT SCHEDULED**
- **MEETING ADJOURNED: 731 PM** Motion by Tony, Seconded by Scott