

CLEARBROOKE TOWNHOUSE CONDOS BOARD OF DIRECTORS MEETING

May 30, 2018

The meeting was duly posted.

Meeting Called to Order: 602 pm by Tony Armer

1. Quorum Established (Present BOD: Tony Armer, Scott Grant, Kiva Alvarez, Michele Pedulla)
2. Meeting Notice Verification-May 25, 2018
3. Approval of Meeting Minutes (March 28, 2018), waived reading, motioned by Kiva, seconded by Scott.

Attendees:

Ameri-Tech: Phil Colettis, Matt O'Neil

Master Restoration: Justin

Homeowners: Ron Weining (1882), Hutnak (1856), Dianne Toomey (1806), Jeanne Finan (1810), Donna Kamp (1808), Mike (1822), Rene (1807).

President's Report: None

Financial Report: Approximately 29K in delinquencies as of 4-30-18 balance sheet. Full financials to be sent to treasurer (Kiva), Matt O'Neil acknowledged.

Manager's Report:

1. Ageing and Delinquency: About 29K in delinquencies as of 4-30-18: settlement for about 12K reported in last few days to be reflected in next report
2. Violations and 1805: Violations discussed by Matt O'Neil, will be completing walk-through for violations the first week of the month; 1805 discussed and obtaining more information
3. Update Fire Damage: Justin from Master Restoration reviewed progress and process of obtaining permits as needed; HVAC Cleaning to be started shortly for units 1857, 1861, and 1863

Old Business:

1. Paving Bids: Have 2 bids, awaiting 3rd. Anticipate around 65K, discussed methods to complete with current finances.

2. Sidewalk Repairs: Property walked and areas marked that require repair. Randy to work on with grinder
3. Gutters: Randy has been inspecting and cleaning out
4. Ditch: Pinellas County has been notified of need for ditch between property and school to be cared for. Matt will continue to call for progress.
5. Landscaping Bids: Have several to look at, awaiting current lawn service group (Summit) to complete bid. Discussed options including consolidating fertilization and sprinkler systems.
6. Roofs: Currently, 1856 building being worked on, hopefully tomorrow. Will continue to complete roofs as reserve is available to complete based on condition list provided to Ameritech by Innovation Roofing.
7. Miscellaneous: Randy has completed pool gate repairs, signs, etc. as well as continuing with fence replacement as finances allow.

New Business:

1. Fence Bid: Obtained only as a beginning point
2. Outside Lights at Front: Need to be brighter, need to call electrician. Matt acknowledged.

Homeowner Concerns

- Several topics discussed including
 - Replacement of shrubbery lost from Hurricane Irma, mulch, etc. Will address with landscaping
 - Questions about repair inside of unit related to roof leak. Reminded that to drywall will be replaced, all other needs are the homeowner's responsibility and may be covered by homeowner/renter insurance
 - Questions about WastePro contract, concern arose due to missed day and took many phone calls to have picked up almost 48 hours later. Matt to review.
 - Fence painting-should include inside of fence if possible to improve longevity of fences
 - 1856-low branch
 - 1802-low palms and shrubbery in front needs to be cleared out due to snakes, rodents, etc.
 - Acknowledged and expressed appreciation for hard work and dedication of maintenance manager, Rene, by several homeowners.
- **NEXT MEETING: Wednesday, June 27, 2018 @ 6 pm**
- **MEETING ADJOURNED: 713 PM** Motion by Tony, Seconded by Scott