

CLEARBROOKE TOWNHOUSE CONDOS BOARD OF DIRECTORS MEETING

December 12, 2018

The meeting was duly posted.

Meeting Called to Order: 604 pm by Scott Grant

Quorum Established (Present BOD: Scott Grant, Tulio Zuloaga, Michele Pedulla)

Meeting Notice Verification

Ameri-Tech: Robert Kelly and Phil Colettis

Homeowners: Donna Kemp (1808), Greg and Marci Sebastian (1825), Peggy Rogan (1866)

Ameri-Tech introduced Robert "Bob" Kelly as new Community Association Manager; email at rkelly@ameritechmail.com; Office number 727-726-8000 ext 232

Old Business:

1. **Asphalt:** Quotes shared at meeting for 5 companies, reviewed black and white picture of area to be cared for; Bob to send colored photo to board and quotes to absent board members to review. Looking at milling down and installing asphalt in areas on photo. Will readdress when all board members have quotes and picture.
2. **Gutters:** In the process of getting 3rd quote, Bob will send quotes via email when available; tabled for now.
3. **Drainage Ditch:** Phil and Bob talked with county about the ditch; due to the new construction of the sidewalk and drainage system on Haines Bayshore, encouraged to wait and see if there is still an issue. Board agreed to put on hold and readdress if needed.
4. **Roof:** Plan is for next roof to be started within the next 2 weeks per Bob and Phil (1840 building). Also discussed the need to report the roof of shed in 1825; should be done at this same time. Bob to check and get back with owner.
5. **Landscaping and Irrigation:** Discussed a number of points, including 1802 foliage (will be done by Monday), plants that had been reviewed and approved in October (concern with planting if we have a hard freeze, Bob to revisit and notify board); irrigation on odd-numbered housing side not functioning and grass is brown; discussed issues including electrical wire under new sidewalk installed on Haines Bayshore; will need to consider a new meter and further investigation. In the meantime, discussed methods to irrigate the areas, Bob to reach out to irrigation group and readdress in the near future. If needed, 1808

offered a professional hose for Randy to use for irrigation. Also, Bob gave present board members 3 quotes for all-in-one lawn care. Bob to send quotes to absent board members and readdress after all have the information.

- 6. 1859 Fire Update:** Phil shared that the house is 100% and only need sign off on A/C work; keys are with the owner.

New Business:

- 1. Delinquencies:** 60 days or over need to go to attorney; some are at 90 days and Bob will send to attorney. There was a glitch with the AutoPay accounts that will be rectified within the week.
- 2. 1883 Rental Unit:** Current tenant moved out, walkthrough done by Bob and Phil; need cleaning including carpet (Bob has a company to do this); discussed rent; current tenant in another unit would like to rent (homeowner is looking to sell, no issues with this current tenant) looking for first quarter 2019 to move.
- 3. Modified House Rules:** Related to those buying units to “flip.” Need to make sure they are aware of the no lease for at least 2 years of ownership. Bob to share template from other communities via email and will readdress.

Homeowner Discussions:

1. Concern about paint from carports landing on cars parked under carport. Bob and Phil are aware and working on a solution.
2. Now that Haines Bayshore sidewalks and drainage construction is almost done, need to talk about fence quotes. Would like to readdress a dog park also and likely needs to be two separate quotes.

NEXT MEETING: TBD in 2019

MEETING ADJOURNED: 731 PM Motion by Scott, Seconded by Michele