

The Village at Bentley Park Homeowners Association

HOA Board Meeting Minutes February 25, 2025

Meeting Location	Ameri-Tech Community Management Office
Board Member Attendees	Commencement at 6:08 pm - Bob O'Connell, Joe Sproule and Pam Easton Joined at 6:11pm - Tommy Mattingly
Board Member Absentees	None
Ameri-Tech Management Representative	Ellyse Vosselmann, Property Manager
Meeting - Called to Order/Adjourned	6:08 PM / 8:19 PM
Minutes Prepared By	Pam Easton
Next Meeting	March, 25, 2025 06:00 PM

➤ **CALL TO ORDER** – The meeting was called to order by Bob at 6:08 PM.

➤ **PROOF OF NOTICE OF THE MEETING** –The Notice and Agenda was properly posted on the property's Bulletin board with 48-hour in advance notification and an email with the meeting link was also sent out.

➤ **QUORUM** – A Quorum was established at 6:08 pm, with three out of four Board Members being present.

➤ **MINUTES** – Approve or Waive Reading of Board of Director Meeting Minutes: Joe made a **MOTION** to approve and waive the reading of the board meeting minutes from 12/17/24 and 1/28/25, Bob seconded, All were in favor. Approval was unanimous, **MOTION** carried.

➤ **TREASURER'S REPORT** – Joe provided a quick review indicating that the Finance Committee has met. Joe indicated that in regards to the monthly statement effective 1/31, we are basically on target. For year- to-date, we budgeted \$88,000 and dividing that by 12 will give an idea what the expenses are going to be for the month. Currently there is a deficit of \$5,000 which is attributable directly to the water and sewer line item because it is paid on a bi-monthly basis. The Finance Committee identified a possible budgeting error in regards to Line item 5435 Fertilization/Pest Control which seems to be in our favor. The contract calls for applications seven times a year. It was budgeted on the basis of 12 months when it should have been for seven months. This results in a \$12,000 surplus on that line item.

In conjunction with the examination of the current budget, the Finance Committee is playing a very direct role with preparation to the coming years budget for 2026. The various contracts are being reviewed and the Finance Committee held a meeting with John Evans landscaping to go over the scope of services and a 3% increase will be waived. We will continue to review contracts with respective service providers.

➤ **MANAGER'S REPORT** –

Collections:

- a. There are four accounts with the attorney that are in collection.
- b. The property 2411 has paid in full, therefore, it will not go into foreclosure.
- c. Last month, we had accounts that we could have started the lien process.
- d. There are 6 accounts that are 90+ days delinquent but they all just recently paid.
- e. Unit 2570 to proceed with a lien: Joe made a **MOTION** to proceed with the lien, Bob second, All in Favor. **MOTION** carried.

- f. Unit 2435 to proceed with a lien: Joe made a **MOTION** to proceed with the lien, Bob second, All in Favor. **MOTION** carried.
- g. Ellyse will call the attorney regarding Unit 2724.
- h. Unit 2366 was sent wire instructions but it was never paid. Recommended that Unit 2366 should proceed with a lien: Joe made a **MOTION** to proceed with the lien, Bob second, All in Favor. **MOTION** carried.

Attorney fees are collected from the attorney. At the next board meeting, we can discuss if interest is included. For long standing delinquencies, is there the ability to eliminate certain amenities such as Cable TV? Our documents indicate that if they are delinquent 90 days then amenities such as the pool and tennis court are to be taken away. Ellyse to check with the attorney regarding removal of amenities.

Bob inquired about the \$2,052 that is listed on the Balance Sheet under Delinquencies. It was indicated that this might be for in advance prepaid payments and it was also mentioned that it may be a cushion in case somebody does not pay their bill. When this was put on the books, there should be an explanation as to what it is for, therefore, Ellyse will get more clarity.

Community Updates:

- a. Community walks – are continuing in order to complete compliance letters.
- b. Website – has been updated.
- c. Carport – Still waiting on a new quote. The last time there was a question regarding the \$16,000 quote. It has been confirmed that it is \$16,000 times 2 because essentially that carport is considered two carports because it has a double side. Therefore, the cost is \$32,000 and we received \$13,000 from insurance. We are only insured for \$25,000 for the carport and with depreciation, etc., it was only insured for \$13,000. Another vendor has come to take a look at it and awaiting further reply. Tommy advised that a homeowner offered 2 more people that might be able to help with it also. Tommy will obtain the contact information and provide it to Ellyse.

Two carports were repaired today. Unit 2371 (pink) indicated that a small repair is needed, they were in the area but did not repair it. Ellyse will look into it. Only two carports were damaged during the storm.

- d. Landscaper walks – Two walks with the landscapers are completed. We got one bid from Bay to Bay and we are waiting for O'Neill.

➤ BOARD OF DIRECTOR UPDATE –

- Bob indicated that 90% of both walk throughs were completed last Wednesday. A follow-up meeting with O'Neil will be held tomorrow morning to finish their bid. If necessary, we will get a third bid.
- A separate bid has been done separately for palm trees.
- Ellyse advises that it needs to be determined if stumps will be removed because usually stump grinding is done separately.
- Two or three trees are pushing the sidewalks up and causing hazards.
- Bob indicates that one company will provide a discount if we give them all bids at once. Next week we should know exactly where we stand and be able to move on it.
- Bob is of the opinion that only 20% of the total number of trees are going to be affected by this since 80% are self explanatory just by visually looking at them. Pam indicated that in 2017 her tree request used the 10 foot guidance which required the tree to be taken

care of by the homeowner and this same previous principle should apply going forward with fairness to residents that had to abide by this rule.

- Pam asked why we are spending time on getting bids. If a homeowner has a tree on their property that's a hazard, then based on our Board of Resolution 2013 which was adopted and on the books, then these trees are the homeowner's responsibility. The 10-foot guideline has been used in the past and is listed on the Board of Resolution 2013. It was indicated that the bids will be obtained and then identified by using the survey from the owner to determine whether a tree is on homeowner property or community property.
 - Tommy reiterated that if the homeowner gets a survey and it is on their property, then they pay for the survey. If it is on community property, then we pay for the survey and reimburse the homeowner. If the tree is in the middle, then we will split the cost of the survey and split the cost of the tree(s). Tommy made a **MOTION** to enact that, Pam seconded, All in Favor. **MOTION** carried.
 - Palm Trees – Bob has a quote for 34 Palm Trees. Pam indicated that a list from the previous board stated that there are 24 Palms, however, it is definite that one palm tree on that previous list was planted by a homeowner. Pam also mentions that we need to be certain about palm trees because if the developer planted them, then every home would have a palm tree at the back of their units. Bob indicates that a discount will apply if both the palm and oak bids are done at the same time. Bob will follow up to determine if stump grinding is included and to provide confirmation of the Palm trees.
 - Sidewalks – Bob states that 2 or 3 tree roots are pushing up the sidewalks and causing hazards. Two sidewalks involve disabled veterans and two others where wheelchairs are involved. Ellyse indicated that she will get that quote.
- e. Fence – Two quotes for fence proposals, \$7,142 from Fence Factory, \$5,082 from Fence Outlet. The fence will require a survey to ensure that it is on Village property. A stack can be done for \$1,000 versus a survey. A wood fence would be more expensive due to labor costs. For conformity purposes and remaining within standards within the community, the fence will be white. The area where homeowners planted landscaping on the common property needs to be cleaned out. Tommy also spoke to Angelo about this fence and he claims that it is within his memory of the village building that fence and he says it's only been 6 or 7 years ago at the most. A **MOTION** was made by Joe to approve the \$5,082 Fence Outlet proposal, seconded by Bob, All in Favor. **MOTION** carried.
- Ellyse proposes that John Evans would be the best person to clean out the area. Ellyse will find out how much he will charge. Bob recommends notifying homeowners a week prior that the area will be cleaned out and to remove their plantings if they wish to.
- f. Gutter Cleaning – received a proposal from the same person that did it last year for \$2,050 to blow off the tops, clean out the gutters and clean the debris falling onto the street. Ellyse will obtain another bid to include pressure washing to clean the entire carport structure.

► **PRESIDENT'S REPORT –**

- a. Carport Updates – No further updates are needed because this topic was already covered in the meeting.

► **COMMITTEE REPORTS**

- a. Architectural Request
 - i. 2518 Bentley Drive – Front door with window, Tommy spoke to homeowner, pending
 - ii. 2373 Bentley Drive – Exterior Paint, approved 2/16 and 218

b. Compliance

- i. Committee appointment(s) – Alice Ennis has submitted interest for the Compliance Committee. In addition, Joe wants to recommend the appointment of Bob to the Finance Committee. Joe made a **MOTION** to approve Alice to the Compliance committee, Pam seconded, All in Favor. **MOTION** carried. Tommy made a **MOTION** to approve Bob to the Finance committee, Pam seconded, All in Favor. **MOTION** carried.

► **NEW BUSINESS**

a. DRC:

- i. DRC guidelines document was provided – There is no set criteria and the Board can create their own guidelines. A review will be held offline and a final draft will be presented.
- ii. Determine who will approve the existing DRC requests – The President is required to be one approver and another is needed. It has been stated that Pam is fine with approving window requests, paint and maybe fences. Discussion was had, requests for paint will require a copy of the receipt showing the formula. In terms of roof requests, Tommy will sign off and if something needs to be looked at, then Joe has agreed to be a second person to take a look also.
- iii. Online Alteration Application approvals – it has been agreed that a response to applications will be done electronically. Going forward, these requests will be answered by sending an email to Ellyse stating that the request has been approved. As long as Ellyse has the emails with the approval on it, she will then put them together with the application.

b. Surveys – Pam sent a list of surveys that are on file. This topic was already discussed in the meeting.

c. Sidewalk Repairs – 2378 is one that can be ground to provide an entryway. Bay to Bay is going to do it if they do the tree work.

d. 2586 Tree trimming request – it goes back to the homeowner needs to provide a survey.

e. Supplying Plot Plans – already discussed, homeowner needs to provide a survey of the plot for requests such as tree maintenance.

f. Tree Maintenance input – Bob shared information at the beginning of the meeting.

g. Review fund allocation for 2024 and 2025 Audit – An Audit was done for 2023, legally it does not have to be done for 2024 but it has already been budgeted for. In 2025, it will legally have to be done. Ellyse will clarify if taxes need to be done before proceeding with an audit. Should proceed with the audit as soon as possible so it is completed in a timely manner. Joe made a **MOTION** to approve having a 2024 audit, Bob seconded, All in Favor. **MOTION** carried.

h. Yearly Schedule meeting updates and revisions – proposes that the requested revisions are to be done. Updates will be resent to Tommy for approval and then submitted to Ellyse.

i. Pressure Washing community sidewalks – propose getting one estimate to get an idea of what it would cost.

j. Painting/Stripping the parking spaces with unit numbers – Pam proposes soliciting volunteers to assist and would take the lead. Ellyse will find out about purchasing the specific paint and the stencil.

► **UNFINISHED BUSINESS**

a. Status regarding the Replacement of fence at NE end of property – Topic covered during the meeting.

b. Gutter Update – Topic covered during the meeting.

c. Comprehensive , multi-year plan for tree-trimming – Topic covered during the meeting.

d. Draft timeline for 2026 operational budget – remains pending with reviewing with the Finance Committee. Joe presented a document for consideration that can be discussed at another time. This budget development is substantially different then the past year. The Finance Committee has

already begun to review contracts to get an idea of costs. It is anticipated to have a preliminary draft somewhere around August or September allowing for resident feedback.

- e. Review Communication and Social Committee draft – a copy of the draft was provided by email. A copy will be sent to Ellyse to post it to the website.

➤ **OTHER BOARD MEMBER DISCUSSION**

- a. Question raised as to what happens in November in regards to election procedures. When it comes to bringing in new members, if no one raises their hand, then you are automatically rolled over to the next year by proclamation Documents will be reviewed to confirm the terms.

➤ **OPEN FORUM**

- a. 2473 Bentley: (1) states parking spaces are non-existent and causing conflict with neighbors and confusion with visitors. (2) Tow Away sign has been propped against a tree since the hurricane and needs to be put back into the ground, (3) asks what the frequency of the sprinkler timers, days are. Bob indicates that we are in the process off interviewing contractors as part of the Irrigation interview (4) Mailboxes – have been broken for a long time requiring homeowners to go to the post office two times a week, on Tuesdays and Thursdays. The mailboxes are completely shot. Ownership is with the Post Office. Ellyse will look into it () Faded No Parking/Fire Lane is completely faded away and needs to be painted. Specifically the Fire Lane is a hazard.

➤ **ADJOURNMENT5**

Bob made a **MOTION** to adjourn the meeting at 8:19 pm, Pam seconded, All in Favor. **MOTION** carried.