

The Village at Bentley Park Homeowners Association

HOA Board Meeting Minutes April 29, 2025

Meeting Location	Bentley Park Cabana
Board Member Attendees	Tommy Mattingly, Bob O'Connell, Joe Sproule and Pam Easton
Board Member Absentees	None
Ameri-Tech Management Representative	Ellyse Vosselmann, Property Manager
Meeting - Called to Order/Adjourned	6:03 PM / 8:41 PM
Minutes Prepared By	Pam Easton
Next Meeting	May, 27, 2025 06:00 PM

► **CALL TO ORDER** – Tommy called the meeting to order at 6:03 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 has been established with 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 3/25/25 and 3/31/25, Bob seconded, All were in favor. Approval was unanimous, **MOTION** carried.

► **TREASURER'S REPORT** – Joe provided a review of the Income Statement stating that the report is for the month as well as year-to-date. In Revenues, the Budgeted amount was \$82K and the Actual was \$85K. There continues to be monitoring of delinquencies of payments having to do with maintenance fees. In regards to Expenses, the monthly budget is \$78K and the Actual is \$81K, therefore, negative about \$3K for year to date. This brings us back to the negative in insurance, but that has to do with billing, we budgeted for 12 months but it is really 11 payments. (we are collecting for 12 months but only 11 months of payments are needed, therefore in the 11th month, there is no payment to be made, so we will be in a positive position). Once it gets figured into budgeting, it will balance out and we will be okay until we need to look at the renewal rate. The renewal is August 1st and the rate will be for August through December for this year. Our broker is predicting a good outlook for the possibility of having decreased rates. With fingers crossed, hopefully, we can benefit from this. Additionally, the Finance Committee is going to look to see if there is a way to diminish the finance charge.

Also, a primary effort of the Finance Committee is to review the various contracts, understanding the scope of the contracts and what we can do to modify the conditions with the intent of reducing or containing costs and at the same time providing some improvement of facilities.

At AmeriTech's initiative, a meeting will be held on 5/11/25, at 11:00 and will be held at AmeriTech to do some preliminary thinking as it relates to contracts and the development of our budget for 2026.

► **MANAGER'S REPORT** –

Ellyse noted that the Operating Balance is \$163,482.99 and the Reserves Balance is \$90,087.24.

Collections:

- a. There are three accounts with the attorney in collection and a foreclosure may be filed for 2366, 2435 and 2570. A lien has already been placed on them and they have gone through the process. We can

now start the process of foreclosure. Each owes \$5,000 or more and has been more than 90 days and has not paid the 2024 assessment. Joe made a **MOTION** to initiate the process with Foreclosure, Pam second, All in Favor. **MOTION** carried. Ellyse will confirm what the process is before actually sending them to foreclosure.

- b. There are 7 accounts that are 90+ days delinquent. All 7 of them owe 2024 assessments and a delinquency letter has been sent. After 30 days, the lien process can begin. Discussion ensued and it was indicated that in 30 days, a Delinquency letter is sent, after 60 days it is then sent to the attorney for Pre-Lien, then whatever the attorney deems (believes it is 45 days later), then the attorney will provide notification as to when it can be foreclosed. The attorney gives the actual dates. Tommy made a **MOTION** that we go for 30 days for delinquent, 60 days for a pre-lien, send it to the attorney's and the attorney's will collect as soon as possible, Pam second, All in Favor. **MOTION** carried. Ellyse also asked if a motion will be made to send all 7 accounts to the attorney since they are over 90+ days delinquent. Tommy made a **MOTION** that they be sent to the attorney for pre-lien, Pam second, All in Favor. **MOTION** carried.

Community Updates:

- a. Community walks – are continuing.
- b. Website – has been updated.
- c. Fence – they have received their payments, waiting for their schedule date. In order to put the fence in the right space, the properties in the Hamlets need to clear the fence line. The Property Manager knows about it. Pam brought up that someone mentioned taking the tree out that is next to Unit 2629 in order to accommodate the fence. Pam stated that she would not approve taking a tree out in order to accommodate the fence. Pam suggested that the fence be stopped prior to the tree and that currently the last panel is all the way in the backyard where no one sees it. Joe also stated that in his judgement, a tree should not come down in order to accommodate a fence. After discussion, Tommy suggested that the Board walk over there after the meeting to review it.
- d. Carport – The Insurance company released another \$6,000, therefore, the insurance covers the entire cost of the carport repair. It will not cost anything, it's for depreciation and the association will not be responsible for any of it. The funds have not been received yet but it is understood that they will be received. The anticipated repair is scheduled to start on 5/12 and the top will be completely new.
- e. Sidewalk Repair – Four sidewalks were repaired. The board voted on three and Ellyse and Tommy added a fourth because it needed to be done
- f. Sprinklers – Ellyse requested that TruGreen contacts her when they plan to do their monthly schedule. Ellyse will be then be able to notify the homeowners, especially those that have dogs. Ellyse indicates that she receives 3 to 4 calls per day indicating that the sprinklers are not working in a specific area. Calling the irrigation company for each instance is much too expensive, so if it is not an emergency, then the situation will wait until the next scheduled visit.
- g. Gutters – have been cleaned
- h. Palm Trees – After discussion, Pam and Bob will walk the community and identify the palm trees and report back in about a week and a half. If a tree is clearly planted by their unit, then it belongs to the homeowner, no question about it. If they belong to us, we will get them trimmed. If it is not obvious and we do not know, then we will do nothing. Therefore, 99% of them are done correctly without violating any prior principles or policies. Bob and Pam will identify community owned trees and advise what trees need to be trimmed or looked at. Joe made a **MOTION** to move with what has been presented, Tommy second, All in Favor. **MOTION** carried.

► PRESIDENT'S REPORT –

- a. Carport Updates – Noted above, Ellyse covered the updates that I wanted to address
- b. Fence Installation – we are going to take a look at the fence after the meeting to make a determination

- c. Tree Issue – Tommy presented a list of the most hazardous of trees that have safety concerns from Bay to Bay for review. Based on the list Tommy provided, he added an additional \$500.00 estimate for a stump grinding fee. For each one slotted for being removed, we have obtained the homeowner's survey or is on the easement, between two end units. After discussion, in order to keep consistency, we measure 3 feet up to get a reputable, constant number and measure the outer wall out to the tree. Joe made a **MOTION** that the plan forwarded by Tommy be implemented with the numbers being negotiated with Bay to Bay to include stump grinding, with regard to measurement, we work with 3 feet and Item #32 will be removed and discussed at a later time. **Motion was carried.**

d. **► COMMITTEE REPORTS**

a. Architectural Request

- i. 2495 Bentley Drive – Roof, Approved
- ii. 2498 Bentley Drive – Siding Replacement/Painting, Approved
- iii. 2684 Bentley Drive – Storm/Hurricane Shutters, determined nothing to approve, determined that this is allowed because the law was passed to allow for this type of hurricane protection, however, if something goes wrong with water getting into the siding, then that becomes the homeowners responsibility. Awnings or canopies are not allowed and temporary hurricane or storm shutters must not be put up 2 weeks prior to the storm and must be removed within a reasonable time no longer than 2 weeks after the storm.

b. DRC Discussions

- i. Gutter replacement, 4 inches versus 6 inches. No further decision was discussed.
- ii. Lanai dimensions - Discussion ensued about dimensions and not being any higher than the roofline. It was agreed that it should be below the roof line, it can measure approximately no longer than 8 to 10 feet from the farthest extent of the unit structure and be determined with a survey. The property line is 20 feet of which 10 feet can be the lanai.

c. Compliance

- i. Nothing to report at the moment, however, there are a couple of units that do not take care of their screens and there is a lot of junk on the patios. Compliance letters have been sent.

► NEW BUSINESS

- a. Erroneous 2024 billings and payment – there was one invoice that a portion should have been charged to the community but it was charged to the village. This has been taken care of and corrected.
- b. “Bad debt” write off per audit – as per Tommy, the bookkeepers are probably creating this item with the expectation that fees may not be collected and would need to be written off. It is suggesting that sometime in the future we might not get paid. It is a non-issue as the bookkeeper makes up a number in in the 1st place.
- c. Budget development timeline for 2026 – Joe presented the document previously and stated that the timeline is tentative. On May 8th, a meeting will be held with the Finance Committee to review contracts with AmeriTech to begin talking about the components of what the budget for 2026 would be. There is nothing conclusive expected with the exception of having a framework. The other dates shown are in reference to the development of the budget and giving thought to it. The Finance Committee will prepare a draft of the budget and present it to the Board for review. If the difference is 7% or less, then a community vote is not needed.
- d. Project Prioritization (i.e. sealing and striping, as needed sidewalk repairs, sod replacement, sprinkler maintenance) – as per Tommy, the worst of the sidewalk repair has been done. Joe states that he thinks these should be considered in context of the capital and should be considered for the 2026 budget, including long term. Pam states that these projects should be prioritized and since we have reserves, some projects should be considered for this year such as the street

signage. It was indicated that painting needs to go hand in hand. Ellyse will get some estimates on sealing and painting the lines and fire zones in the cul-de-sacs.

- e. 2026 capital projects discussion (e.g. sealing /repair of carport driveways) – topic has been discussed above
- f. Unit 2566 inquiry – is in reference to #32 on the list
- g. Unit 2728 inquiry– in regards to the wall that was taken down and sod replacement. Pam stated that the wall that was taken down belongs to the BPCA budget and believes the maintenance of the sod should be discussed and addressed as part of project prioritization.
- h. Pest Control inquiry from homeowner – a specific homeowner asked if we could look into other pest control companies. Ellyse indicated that she requested that they advise when they come on property. After further discussion, it was decided to give TruGreen a chance to correct any possible issues. Additionally, TruGreen provides for the community as well as the village.

➤ UNFINISHED BUSINESS

- a. Carport Repair – topic has been covered above
- b. Tree Maintenance Plan – topic has been covered above
- c. Mailbox Updates – Bob spent 45 minutes waiting to meet with the people at the Post Office on Friday. Bob went back on Saturday to meet with the person in charge. and it was reported there was nothing they could do but write up a new work order. Bob is hoping to hear from him this week regarding the new work order.
- d. DRC Revised Guidelines – will be further revised and distributed for review
- e. Fence Installation status/timeline – the board is going to walk over there after the meeting
- f. 2586 – Tree Trimming request – homeowner to be updated
- g. Gutter Update – the cleaning was completed
- h. Sidewalk Repairs status – topic has already been discussed above
- i. Palm Tree trimming – topic has already been discussed above

➤ OTHER BOARD MEMBER DISCUSSION

- Nothing further to report

➤ OPEN FORUM

- (1) It was asked that Ellyse check with the CPA because he is not sure if the debt of around 2700 is from fees not being paid. Ellyse will call the CPA. (2) Also mentioned if a panel is removed from the fence, then the invoice will need to be adjusted (3) Would like to know whether a tree made the list or not.
- (1) Wanted to know if trees that are located on the water lines are being taken seriously because the expenses would be much more significant if the line gets ruptured or sewage gets ruptured. From six months ago, there is hurricane damage with limbs hanging. There are two trees right on the sewer line. (2) The other thing mentioned is that contractors are driving over the lawns continually and kids that do not live here are driving over the lawns with mopeds and e-bikes. (3) Also mentioned a woman in the neighborhood who is having drainage issues.
- (1) It was mentioned that as a Finance Committee member, he met with TruGreen to advise that his sod is dying. TruGreen said they would check but never provided any feedback. (2) States in his opinion trees and homeowners property, whether it's palm trees or not. That's the homeowner's responsibility. (3) Asked why you can't have a 20 foot lanai. After discussion, he indicated that he would review the bylaws. The board will also look into it further.

- (1) Inquired as to whether the contract with AmeriTech will be renewed for 2026. It was advised that it's an automatic renewal unless the board decides not to. (2) Sent in a request to put up the HO3 insurance vote again. The Board advised that it was discussed multiple times in length last year. The process included providing all the information to all 143 homeowners, and the homeowners voted it down. The minutes from last years meetings can be referenced in regards to the differences between HO3 and HO6. Ellyse indicated that she would inquire with the insurance agent regarding PUD. (3) Wanted to know where we stand with insurance renewal rates and was advised that we do not know yet. (4) Stated the need for homeowners to keep up with maintaining their properties.

➤ **ADJOURNMENT:**

Joe made a **MOTION** to adjourn the meeting, Tommy seconded, **MOTION** carried.