

The Village at Bentley Park Homeowners Association

HOA Board Meeting Minutes May 27, 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	6:00 PM / 8:11 PM
Minutes Prepared By	Pam Easton
Next Meeting	June 24, 2025 06:00 PM

➤ **CALL TO ORDER** – Tommy called the meeting to order at 6:00 PM.

➤ **PROOF OF NOTICE OF THE MEETING** –The Notice and Agenda was posted on the property’s Bulletin board 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 and Community Walkthrough: Joe made a **MOTION** to approve and waive the reading of the board meeting minutes presented from 4/29/25 including the 3/20/25 Community Walkthrough Minutes, Bob seconded, All were in favor. Approval was unanimous, **MOTION** carried.

➤ **TREASURER’S REPORT** – Joe stated that the topics listed on the report is generally consistent with meeting expectations. We have a balance on revenue that does reflect prepaid and also shows a negative with regards to delinquencies, however, they wash out essentially, so in terms of cash on hand, it appears to be a balance. We have an issue with delinquencies and it is my understanding that these notices have gone out.

In speaking to the CPA, Mr. Page, he suggests the consideration of hiring a Professional Account Analyst to conduct a review of the Reserves. This analysis is fundamental in terms of financial planning. The analysis is set up to provide the realistic costs of replacing items, how much life is left and will assist with the component of financial planning for necessary community projects. The cost runs between \$4K and \$5K and it was agreed not to exceed \$5K. We operate with an accrual system, so it is a cash basis. In terms of accrual, the cash will be there to pay for it because we overbudgeted in certain areas. Also, the renewal for Insurance is August 1st and our broker is hoping for a favorable outlook. Pam made a **MOTION** and moved to approve moving forward with the hiring, Bob seconded, Joe approved, Tommy against. **MOTION** carried.

Joe indicated that in regards to the Audit – they have received the engagement letter, they are awaiting receipt of further 2024 documents and anticipate an August date for presentation.

➤ **MANAGER’S REPORT** –

Ellyse advised that she will be going on vacation for two weeks and leaving on June 16. Jenny Kidd will cover the next board meeting. Pam will write the Agenda and advise Pat to post it at the community bulletin board. Ellyse will also send out an advance notice to the residents including contact information.

Ellyse noted that the Operating Balance is \$159,833.84 and the Reserves Balance is \$94,718.01. The Actual Budget for Reserves was \$53,723.00 and every month \$4,476.92 is put into Reserves.

Collections:

- a. As of 5/9, there are three accounts in collection with the attorney that can go to foreclosure for nonpayment. Usually if they are going to pay, they would have paid with the lien. The three accounts are 2366, 2435 and 2570 and all owe over \$5K. Tommy made a **MOTION** and moved to approve proceeding with Foreclosure, Pam second, All in Favor. **MOTION** carried
- b. There are accounts that are 90+ days in arrears and should go to the attorney. Pam stated the list shows units that still owe the 2024 assessment that was due in Nov. and Dec. and one that still owes both 2024 and 2023 assessment. All six accounts on the report that owe special assessments will go to the attorney and Ellyse will check if they received delinquency letters. If they have received delinquency letters, then they can go to the attorney. If they haven't had a delinquency letter, we will send them a delinquency letter, and then 30 days they can go.

Community Updates:

- a. Community walks – notations were made during the last community walk and violation letters have been sent to those homeowners.
- b. Website – has been updated.
- c. Fence – they were supposed to come on Friday and did not show up. They showed up today at the Cabana address at 7:15 am. The vendor did not perform work because the address was listed as the cabana. Ellyse has left several messages and awaiting reply.
- d. Carport – The vendor is waiting for materials and it is anticipated that they are supposed to arrive on 6/13 and hopefully the vendor will be able to install on 6/16.
- e. Tree at Unit 2447: it was anticipated that Bay to Bay will remove the tree in mid-June because the homeowners were not there in order to move their cars. Ellyse advised she did not pay the bill yet because he said he would separate that tree out. Tommy suggested cutting him a check for what is fair and not letting him do the tree at Unit 2447. Ellyse will call Amir, who is more expensive, but it will be worth it. Bob also mentioned that they did damage to the sidewalk and a dead palm tree was cut down to 5 feet off the ground and never bothered to cut it down or grind it.
- f. Pump in the Green section is Faulty – (in the back on the right and in the field area of the property) needs attention and is faulty. An estimate was received to fix the pump for \$6,450. Tommy made a **MOTION** to approve, Bob seconded, All were in favor. Approval was unanimous, **MOTION** carried.

► PRESIDENT'S REPORT –

- a. Status/Completion of Tree maintenance plan and palm trimming – Bay to Bay neglected to haul the debris away from the units that had trees removed. Tommy presented an updated Bay to Bay list and indicated that some of it was completed. Tommy indicated as per the Bay to Bay list, Items #1,2,3,6,8 and 9 are 99% not HOA owned; Items 5,7,10,14,17*, 21, 24/25, 27* are Completed with exception to #17 was to remove “widow maker and trim”. Dead branch was removed but no trim, #27 was to be “uplifted over roadway and parking spaces as well as structure.” No work was done over roadway or parking spaces, Item #12 was not completed, Items 4,6,11,14,15,16,18,19,22,23,26,28,29,32 are not completed and need work, however, we do not have surveys for all of them.

Recommendation: In the future for all tree work, let us label the tree by the unit number that it is on. If the tree is in the backyard, let us label it as unit number with the letter B. If there is more than one tree there or additional information is needed, then use directions N,E,S or W. If it is on the easement (community property), then let us label it as CP and near unit number.

b. ► COMMITTEE REPORTS

- a. Architectural Request
 - i. 2498 Bentley Drive – 6” Gutter Replacement, Approved

- ii. Our Declaration of Covenants will be reviewed to determine if there are guidelines as it relates to the perimeter of lanais, and further discussion will be done if necessary.
- b. Compliance
 - i. 2353 Bentley Drive – status regarding hockey goal, Compliance letter has been sent. If it continues that no action is taken, then the Board can remove it. This would be similar to a situation where we send letters and no action is taken, then the Board can take care of it and bill the homeowner with the charge.

➤ **NEW BUSINESS**

- a. Guidelines to be considered for framing the 2026 budget – send Joe any of your thoughts that may help to give some direction with projects and guidelines for compilation into framing the budget.
- b. Project Prioritization/Capital Projects consideration discussion (i.e. resident tree trimming requests, sealing and striping, as needed sidewalk repairs, sod replacement, sprinkler maintenance) – It was agreed to hire a Professional Account Analyst to review the Reserves. This will assist with guidance regarding the cost of necessary community projects and its prioritization that could be met in either the near-term or requires a long-term approach.
- c. An estimate was provided for the resealing/restriping in the amount of \$24,276. Ellyse is going to ask AllPhase to also give a price.
- d. Unit 2566 inquiry – make determination regarding homeowners inquiry. Tommy set forth asking the Boards opinion that if all homeowners in the community ask to share the cost of a tree removal, even if it is hazardous or diseased, as to whether to accept or not accept approval to share the cost, Joe responded that his answer would be no, Bob stated my answer would be no, Pam stated nay, my answer would be no.

There are also four homeowner requests to trim trees and only three have surveys. If we cannot prove ownership then we are not going to touch it. One request was reviewed and tree branches are over the property but they are lifted high enough that they are not hazardous. As much as possible we should do what is asked but we are also responsible to the other remaining homeowners. There was some discussion about bundling requests for cost-effectiveness and to wait until after hurricane season since the goal has been to ensure there are monies available after the hurricane season if needed. Tommy made a **MOTION** that he will look at the 4 trees, will determine ownership and will ask the board for funding, Joe seconded, Bob nay, Pam nay. **MOTION** does not carry.

Tommy mentions that a discussion was held to hire an arborist that does not cut trees. One company said the tree was diseased while an arborist who does not cut tree and works for the county, said the tree was fine. Ellyse stated that one non-biased arborist cost \$250 to look at one tree. Discussion ensued and this project will be considered and discussed after the hurricane season has concluded.

- e. Electric cars – discussion pending attorney guidance: decision pending response from the attorney, decision

➤ **UNFINISHED BUSINESS**

- a. Carport Repair – status of awaiting materials for installation: Topic discussed above
- b. NE Fence Installation – status/timeline: Topic discussed above
- c. Mailbox Updates – status: Bob resolved and after several months, the Mailbox is now fixed.

➤ **OPEN FORUM**

- Asked if a vote was done on his property at 2566. It was stated that the Board will not vote on it.
- Seless stated that when we go for the new insurance rates, in the past, trees that have branches hanging over the roofs had to be removed for renewal of the insurance policy.

- (1) Asked if the 4 trees discussed were on the original list. It was indicated that they were not and that the list was for hazardous trees. (2) Asked if there was a limit to the amount of people allowed to reside per unit. Ellyse believes that it might be 2 people per bedroom. However, this will be looked into. (3). A car parked in 2366 has not moved and its tags are expired since 2019. A letter can be sent out of courtesy first and the car can be towed. Tommy and Ellyse will take a look after the meeting. (4). If somebody doesn't maintain their property or bushes, what can be done. It was indicated that a letter can be sent and then can follow through by doing the work and bill the homeowner.
- Planting on community property needs to be addressed and homeowners need to be advised.
- Homeowners states that being a PUD (Planned Community Development) means that we are not required to have Reserves. Ellyse advises that according to our documents it falls under an HOA and under Florida Statute 7.20. With our HOA, it stipulates common property and that is what determines what reserve funds are used for. (2) Asked what we are going to do with the renters that are dripping oil everywhere and homeowners have spent their money refurbishing the pavement. It was stated that an attorney would have to be asked if anything can be done. (3) there was a time, here in the community, that cars could not be parked here with expired plates, your car could not be backed in where your plates were not exposed and unable to see if plates were expired and you could not cover your car. It was stated that these rules should be enforced.
- Homeowner asked about a huge hole in front of unit 2369. Ellyse advised that she asked John Evans to fill it in.

► **ADJOURNMENT:**

Tommy made a **MOTION** to adjourn the meeting at 8:11 pm.