

The Village at Bentley Park Executive Meeting

June 4, 2025

Meeting Location:

Joseph Sproule residence

Board Member Attendees:

Tommy Mattingly, Joe Sproule and Pam Easton

Board Member Absentees:

Bob O'Connell

Meeting - Called to Order/Adjourned:

4:18 PM / 5:50 PM

➤ **CALL TO ORDER** – Tommy called the meeting to order at 4:18 PM.

➤ **PROOF OF NOTICE OF THE MEETING** – The Notice and Agenda was posted on the property's Bulletin board.

➤ **QUORUM** – A Quorum has been established with three Board Members being present.

➤ **DISCUSS CONTRACTS DUE FOR RENEWAL** –

- a) John Evans contract: it was proposed that a consolidation of landscaping, irrigation and fertilization be done entirely by John Evans. A proposal will be forthcoming at the end of the week. Joe will confirm with John Evans what their timeline and response time will be should an irrigation issue arise that needs immediate attention.

The Irrigation contract will continue to charge its current fee, while the TruGreen fertilization contract will have a moderate increase of approximately 3%. A decision will be made by the Board after all the proposals and costs have been received and reviewed. Pam indicated that the prior fertilization vendor was replaced due to unsatisfactory service and changed to TruGreen, this prior fertilization vendor should be determined so that the same unsatisfactory service provider is not repeated again.

- b) Solar Sanitation contract: It was suggested that trash pickup be reduced to once a week in order to save funding. A concern was brought up about garbage being left out for a length of time and attracting rats and other rodents. Pam will contact Solar Sanitation to gather what the cost savings would be if it was done once a week versus twice a week. If there are significant savings, then it will be brought up to talk about it at the next meeting and for having the homeowners vote on it.
- c) Spectrum contract: as this is an amenity, it will be mentioned at the next meeting to advise that the cost per unit is approximately \$80.00 and to gather homeowner feedback.
- d) Reserve Study contract: there are three proposals coming in with quotes of less than \$5K. At the last board meeting, it was agreed that it would be approved as long as it did not exceed \$5K. Joe indicated that he would like to sit down with someone like Dan R. because he is well versed in this area. Upon review, it was agreed that Joe can make the decision as to which proposal to use and can sign off on the contract.

➤ **DISCUSS CHANGES TO PERSONNEL/VENDORS** –

- a) AmeriTech contract: Should it be determined to leave Ameritech, there is at least a 60 day notice that needs to be provided. The contract will be reviewed to determine any other requirements. A discussion was had and the overall consensus was being satisfied with the services that the Property Manager provides. However, to ensure that we are receiving the best services and prices as a whole from a

property management company, it was agreed that each board member will research other property management services to compare offerings.

In researching other companies, a list of questions to ask was prepared and presented by Joe. Pam also indicated that she will retrieve the existing contract as another means of gathering necessary details (will be forthcoming). The list that Joe provided is shown as “Appendix A” and is included at the end of the minutes.

➤ **OPEN FORUM –**

Discussion ensued about tree trimming. A review of the possible need for tree trimming will be done and compared with a cost estimate, however, as per the last Board meeting, there was discussion about “bundling requests for cost-effectiveness and to wait until after hurricane season”. The vote was 2 for and 2 against and the motion did not carry.

➤ **ADJOURNMENT –**

Tommy made a **MOTION** to adjourn the meeting at 5:50 pm.

APPENDIX “A”

Questions to be solicited and asked for information gathering

➤ Mission:

- What is it?
- How does it relate to us?

➤ Experience as Property Manager:

- Duration – Units managed (#, total)
- Certification as Property Manager

➤ Cost:

- Annual fee
- Miscellaneous/administrative expenses
- Start-up fee

➤ Property Manager:

- Duties
- Number of assigned properties
- Availability
 - ♦ Meetings
 - ♦ Inspections
 - ♦ Emergencies
 - ♦ Violations
- Experience – how selected

➤ Legal:

- Knowledge of Florida Law
- What assistance can be provided with reserve accounts
- Conflict and residents

➤ Vendor Management

➤ Financial:

- Recordkeeping
- Reports
- Fee Collection
- Development of annual budget (methodology)

➤ Transition:

- How achieved
 - ♦ Timeline
 - ♦ fee

➤ Other:

- Timeline
- References