

The Village at Bentley Park Homeowners Association

HOA Board Meeting Minutes July 22, 2025

Meeting Location	Bentley Park Cabana
Board Member Attendees	Tommy Mattingly, Bob O'Connell, and Pam Easton
Board Member Absentees	Joe Sproule
Ameri-Tech Management Representative	Ellyse Vosselmann, Property Manager
Meeting - Called to Order/Adjourned	6:04 PM / 7:45 PM
Minutes Prepared By	Pam Easton
Next Meeting	August 26, 2025 06:00 PM

➤ **CALL TO ORDER** – Tommy called the meeting to order at 6:04 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.

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

➤ **MINUTES** – Approve or Waive reading of Meeting Minutes from 6/24/25. Tommy made a **MOTION** to approve and waive the reading of the meeting minutes; Bob seconded, All were in favor. Approval was unanimous, **MOTION** carried.

➤ **TREASURER'S REPORT** – Ellyse noted that the Operating Balance is \$129,755.45 and the Reserves Balance is \$107,543.17 and Total Delinquencies for Bad Debt is \$2,051.65. Ellyse also noted that General Building Maintenance has a year-to-date variance of \$3,025.02 and Tree-Trim Hardwoods has a year-to-date actual expenditure of \$10,650.00 but has been budgeted for \$20,000.00.

Bob provided input by adding that June revenues are lagging due to delinquencies and there is a potential of having a surplus in the 2025 Budget between Insurance, Water and Fertilization.

➤ **MANAGER'S REPORT** –

Collections:

- a. There are still three accounts with the attorney. A report from the attorney provided a listing of the Update/Next Step. Ellyse will question the attorney for more explanation.
- b. There are no accounts that are 90+ days delinquent

Compliance:

- a. Community walk continues for compliance
- b. Website continues to be updated
- c. Oak tree by the fence has been removed, invoice will be split four ways
- d. Fence has been installed and completed
- e. Received estimate for tree at 2447 Bentley, Bay to Bay was charging \$1800 and the new quote is \$2000, an increase in cost of \$200.00
- f. Landscape violations were done last week. Next Agenda, add the Greens for discussion
- g. 2600 Bentley has a water intrusion from next door and the water is turned off next door
- h. Awaiting quote from AllPhase for paving/stripping or repairs
- i. As of 7/1/25, all Zoom recordings must be maintained on the website for 1 year. If the Zoom meeting gets interrupted then it is a null and void meeting.
- j. The Annual/Budget meeting is slotted for 11/25 during Thanksgiving week. Therefore, suggesting to change the date to 11/20. Also the Budget Workshop should be 30 days prior and should be done in October. Tommy will get a date so it can be put on the schedule.

► **PRESIDENT'S REPORT –**

- a. Status/Completion of NE Fence Installation: as stated, has been installed and completed. The fence looks good and is flat and even. At least for now, no sod will be put in and all agreed.
- b. Sidewalk/Walkway pressure washing update: the project continues, weather permitting

► **COMMITTEE REPORTS**

- a. Architectural Request
 - i. 2494 Bentley Drive – Gutters replacement, approved
 - ii. 2575 Bentley Drive – Window replacement, approved
 - iii. 2410 Bentley Drive – Window replacement, approved
- b. Compliance
 - i. Nothing to report

► **NEW BUSINESS**

- a. Hurricane Shutter Specifications of 2007 – adopt existing document or amend: Discussion ensued; Tommy made a **MOTION** to adopt the specifications, Pam second, All in Favor. **MOTION** carried. However, this document can be amended at any time.
- a. DRC Guidelines – amend or adopt: Tommy made a **MOTION** to adopt the DRC guidelines, Pam second, All in Favor. **MOTION** carried. However, this document can be amended at any time.
- b. Member appointment: a recommendation was made to appoint Dan Randazzo to the Board in the role of Director. Tommy made a **MOTION** to approve, Bob seconded, All in Favor. **MOTION** carried.
- c. Board Meetings – brainstorm meeting efficiencies: the following information and suggestions were made by Pam:
 - i. As reported in March, executive updates were provided regarding rules and regulations. Per Florida statute, Board meetings are for Board discussion and votes only, it is not a members meeting. Therefore, the meeting is not intended to provide updates to the homeowners. Each homeowner can make comments at the end of the meeting and the board can choose to discuss or simply say thank you for your comments. The Board can also indicate that the comment will be taken under advisement. There can also be a time limit put in place on how long the homeowner can speak. It is up to the board, if they want to have discussion. Generally, even if it's not on the agenda, a homeowner can bring up an issue.
 - ii. Discuss the Agenda topic, try not to stray and bring up other related items. Complete the discussion of the Agenda topic, prior to bringing up similar thoughts
 - iii. Information that has previously been shared with the Board, does not need to be repeated
 - iv. Whenever possible, review information beforehand so that there is not a delay in making decisions
- d. 2447 Bentley Park Community Tree quotes: the difference between the original cost is \$200.00. This tree was on the original Bay to Bay list and the Board already voted approval on removing this tree.
- e. CINC Portal to access community-related items: Pam advised that AmeriTech rolled out updates to the CINC portal that will benefit homeowners and help Board members. The Board will be able to review and approve Architectural requests, review Action Items, Violations, Work Orders, Document Library and Directory information. Ellyse will review if she is able to upload our Alteration Application request form, otherwise, a meeting can be established to discuss setting up a specific form.

- f. Community Walkthroughs – remove “Property Walk Notice” from website: Discussion ensued and the “Property Walk Notice” will be removed from the website

➤ **UNFINISHED BUSINESS**

- a. Bentley Park Reserve Study: the Reserve Study meeting will be held on Monday, 8/4 at 11AM at the cabana
- b. Update on foreclosure accounts: topic has been addressed above
- c. Unit 2620 Sidewalk -update regarding repair: the repair is complete, however, the finish on the concrete is not well done. At this time nothing will be done, however, in the future, it will be revisited for review and discussion.

➤ **OTHER BOARD MEMBER DISCUSSION ITEMS IF NECESSARY**

- a. Cars without plates – a car in the green cul-de-sac is covered and the plates cannot be seen, therefore, no action can be taken to tow it. A car in the blue cul-de-sac in the corner has no plates and has been there for awhile. Two letters have been sent giving 30 day’s notice. Tommy made a **MOTION** to take action, Pam second, All in Favor. **MOTION** carried.
- b. Commercial vehicles – the HOA can only address if it is a vehicle with 3 or more axles
- c. Pest Control – there are 3 units with serious infestations of fleas and does TruGreen treat for them. Bob will send the addresses to Ellyse, and she will review the contract.

➤ **OPEN FORUM**

- a. Nothing to report

➤ **ADJOURNMENT:**

Tommy made a **MOTION** to adjourn the meeting at 7:45 pm, Bob second, All in favor. Approval was unanimous, **MOTION** carried