

# The Village at Bentley Park Homeowners Association

## HOA Board Meeting Minutes     August 26, 2025

Meeting Location	Bentley Park Cabana
Board Member Attendees	Tommy Mattingly, Bob O'Connell, Joe Sproule, Dan Randazzo and Pam Easton
Board Member Absentees	None
Ameri-Tech Management Representative	Ellyse Vosselmann, Property Manager
Certified Public Accountant	Thomas Edward Page III (Eddie), Page & Company
Meeting - Called to Order/Adjourned	6:00 PM / 8:43 PM
Minutes Prepared By	Pam Easton
Next Meeting	September 23, 2025 06:00 PM

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

➤ **PROOF OF NOTICE OF THE MEETING** –we have notice of this meeting.

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

➤ **MINUTES** – Tommy inquired whether the group would like to approve and waive the reading of the Board of Directors minutes from the last two meetings. Bob made a **MOTION** to approve, which was seconded by Tommy, Dan voted aye, Pam voted aye, Joe abstains. Tommy voted in favor. With these votes, the **MOTION** passed.

➤ **TREASURER'S REPORT** – Joe reported that he is referencing July 1<sup>st</sup> through the 31<sup>st</sup>. In regards to the current period, expenditures are as projected with a variance of negative \$8,000 which is primarily attributable to legal expenses and insurance. With the billing of insurance, it catches up. For this period, we are in a strong position. With regards to year-to-date, there is some negatives in the amount of \$24,000 and Ellyse may be able to offer assistance regarding this. There is a new item added in account 222 Storm Repairs and it's believed to be a project that was completed in 2024 but paid for in 2025. It was not something budgeted for and is therefore, reflecting negative in terms of this report. However, in general, this will be offset by what we expect to have surpluses in. One is insurance; fertilization and pest control; water and sewer. Putting it all together we are in a strong position. The information provided is online in detail.

Ellyse advised regarding the negative that was being referenced. The insurance money for the carport was received in 2024 but the work was not done until 2025, it was carried over and that may be why there is a discrepancy.

A meeting will be held on 9/4 at 6:00 pm at AmeriTech where a draft will be presented to receive feedback from Ameritech staff. A special meeting will be scheduled on 10/9 to present the draft to the community for discussion and feedback. On either October 7<sup>th</sup> or 14<sup>th</sup>, a board meeting will be held to present the final revisions of the budget proposal. On November 20<sup>th</sup>, the Annual meeting will be held and the budget will be voted on.

**2024 AUDIT DISCUSSION/FINDINGS** – Mr. Page provided an overview by going over the Trial Balance, Cash Analysis, Prepaid Expense, Accounts Payable, Reserve Analysis, Maintenance fees and assessments. A summary of the analysis of how he got from the books to the numbers that determine the audit was provided.

The CPA indicated that under Florida statutes an audit is required every other year. Over the past two years, the audits have resulted in clean reports and since the board is reviewing the financials, the CPA recommends considering having an audit done every other year. The presentation concluded at 7:07 pm.

► **MANAGER’S REPORT –**

**Collections:**

- a. There are still two accounts with the attorney. A lien was sent to two units and they are now paid up.
- b. One account owes \$1410.20 and is 60+ days delinquent

**Compliance:**

- a. Community walk continues for compliance
- b. Website continues to be updated
- c. Oak tree in front of 2477 has been removed
- d. Irrigation continues to be checked and repaired
- e. There is a lawsuit but Morgan and Morgan is no longer handling the case
- f. Landscape violation letters were sent out last week
- g. Unit 2600 and 2604 had a water leak. Still need to find out the status at Unit 2600. Unit 2604 has been fixed, it’s been remediated, there is no drywall but the insurance company asked if drywall should be added to the estimate. If a homeowner causes a hazardous situation to the adjourning unit and does nothing to remedy it, the Association can send in a remediation company and bill the Unit owner for the work performed. It was stated that something should be put in writing regarding rules and regulations. This will be discussed during the agenda item that is listed.
- h. There are two trees impeding the wall behind Unit 2716. The Board will review it.
- i. Dead hedges. It was suggested that John Evans provides an updated quote for consideration of the 2026 budget. No decision of any action was taken.
- j. A Privacy fence was installed and is more than 6 feet tall and did not have board approval. There is also a swing on a tree. The Board will take a look and review it.

► **PRESIDENT’S REPORT –**

- a. Stump Grinding updates: it will be confirmed if the stump was grinded between 2442 and 2446
- b. Removal of Tree at 2447 Bentley Drive: addressed in manager’s report.
- c. Sidewalk Cleaning: has been completed
- d. Summer Event Pool Party outcome: whoever showed up had a good time. This will be done again because it is an opportunity for the Hamlet and the Village associations to be introduced to one another.

► **COMMITTEE REPORTS**

- a. Architectural Request
  - i. In the essence of time, it will not be read as it is listed on the agenda
- b. Compliance
  - i. Nothing to report

► **NEW BUSINESS**

- a. Establish confirmation of Meeting Minute Taker:
  - i. By Laws, Article XVI – Procedures for Meetings: “Robert’s Rules of Order, revised as of the date of the meeting, shall govern the conduct of all corporate meetings, unless in conflict with these By-Laws, the Declaration, the Articles of Incorporation of the Association or the laws of the State of Florida.”. Joe makes a **MOTION** to conduct the business of the association in accordance with Roberts Rules of Order, which was seconded by Bob, Dan voted aye, Pam voted aye, Tommy abstains because we do not need to make a motion or vote on it because we are required to follow it. With these votes, the **MOTION** carries.
  - ii. Tommy made a **MOTION** to inquire should we continue to have Pam take the minutes under her stipulation. After further discussion regarding the meeting minute taker, it will be tabled until the

next meeting. This will also allow the new board member time to review past minutes before a decision is made. Pam will reach out to the President of Ameritech regarding the interpretation and ruling of the Secretary's role as defined in the ByLaws, Article VIII, Section 6.

- b. Asphalt Quotes and mapping cul-de-sacs – the advice given by the professional who did the reserve study will serve as the plan for this project needed in the community
- c. Status of Unit 2600 and 2604 – discussed in managers report
- d. Board Resolution draft of Homeowners necessary steps– a draft will be put together to present a listing of possible separate rules and regulations. Pam will ask for each board members input in order to compile a final draft.
- e. Two trees on the west wall – the community board has asked that these two trees be removed because there is a large crack in the wall. It is in the backyard of the homeowner. A review of the tree will be made. Bob advised that the homeowner removed 2 to 3 trees that were community property. They also uplifted a tree in front of the unit and it is undetermined if it is a community or homeowners tree which now appears to be dead.
- f. Phase 2 of tree maintenance program – Joe made a **MOTION** that, effective today, Bob O'Connell be authorized with the primary responsibility for the design and implementation of the 2025 Phase 2 Tree Maintenance Program that is post-hurricane within the parameters of Phase 1, including a maximum budgetary allowance of \$23,000, plus any expense, if any, for the cost of independent consultation services being provided by a licensed tree expert. After discussion, Bob agreed to bring back to the board the recommendation and plan of what is being done before it is started. Tommy restated the **MOTION** put forth by Joe, Pam seconded the motion, Tommy voted aye, Dan voted aye, Joe voted aye and Bob voted aye. With these votes, the **MOTION** passed
- f. Landscape Violation in Green cul-de-sac – approval was given to move forward with having the attorney send a letter in regards to the violation
- g. Lease Agreements – our documents say that a lease is to be provided to the association showing at least a six month term, twice in a year. The homeowner should be submitting lease agreements to the Property Manager.
- h. Email Transparency – All Board Members to be copied on business related emails

#### ► UNFINISHED BUSINESS

- a. Reserve Study Follow-Up – Joe made a **MOTION** to adopt the Reserve Study that was sent out as presented, Tommy seconded, Bob voted aye, Dan voted aye, Pam voted no. With these votes, the **MOTION** passed.
- a. Update on foreclosure accounts – a monthly update was not sent out, Ellyse will follow-up
- b. TruGreen contract coverages - fleas– the contract does not call for spraying of fleas
- c. CINC Portal – revision and upload of Architectural Alteration form, pending review. A mobile app has been created for the community to upload requests, submit work orders, order pool keys and other benefits. A training class for residents is being held on 9/2 at 11:30 by Jenny Kidd. It is the same access if a resident is using the portal to pay bills. Additionally, it will provide the ability to pay your bills from there and view correspondence

#### ► OTHER BOARD MEMBER DISCUSSION ITEMS IF NECESSARY

- a. Sod replacement – a quote from John Evans will be obtained for the cost of sod replacement for all the areas where trees were taken down by the Association. Upon receipt, further discussion will continue.
- b. Dead tree behind Unit 2457 – it has been stated that it will be taken down
- c. Charging station letter from attorney back in May– Ellyse has not received it. Tommy formatted a letter and will resend it.

#### ► OPEN FORUM

- a. If dead bushes are taken out, make sure they are on Village property and not community property
- b. There is an issue with the grass not being cut in the greens. There is a cable and it may be irrigation. Ellyse will text the vendor.

#### ► ADJOURNMENT:

Tommy made a **MOTION** to adjourn the meeting at 8:43 pm, Pam second.