

The Village at Bentley Park Homeowners Association

HOA Board Meeting Minutes June 24, 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	Jenny Kidd
Meeting - Called to Order/Adjourned	6:03 PM / 7:17 PM
Minutes Prepared By	Pam Easton
Next Meeting	July 22, 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 three Board Members being present.

➤ **MINUTES** – Approve or Waive reading of Meeting Minutes from 5/27/25 and Executive Meeting on 6/14/25. 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** – Jenny noted that the Operating Balance is \$125,400.61 and the Reserves Balance is \$94,896.06. Jenny also noted that General Building Maintenance has a year-to-date variance and Insurance has a year-to-date variance. The insurance variance is due to billing, we budgeted for 12 months but only 11 months of payments are needed and it will balance out.

➤ **MANAGER'S REPORT** –

Jenny provided the meeting packet to share as the Manager's report.

Collections:

- a. Jenny confirmed that there are three accounts in collection with the attorney. Jenny tried to get an update but at this time, the status of the foreclosure proceedings are not known.
- b. Six accounts owed special assessments totaling \$5,000 and were sent to the attorney. Pam indicated that she reviewed the June financials, all of the outstanding 2023 and 2024 special assessments payments have been paid in full with the exception of the three accounts that are in collection with the attorney. The three accounts make up most of what is owed to the association.

➤ **PRESIDENT'S REPORT** –

- a. Status of Carport repair: has been satisfactorily repaired with a small amount of touch up paint needed.
- b. Status/Completion of Tree maintenance plan and palm trimming – The vendor Bay to Bay neglected to haul the debris away from the units that had trees removed and there were some other issues. Currently, a partial payment has been made and a further review is being undertaken.
- c. Palm trimming: Bay to Bay was supposed to trim the palm tree behind Unit 2624 and 2 Palms on the easement between Unit 2438 and Unit 2442. Unfortunately, in error, two palm trees in front of Unit 2599 were overlooked for being tagged for trimming. The ones that were overlooked should be included with the others that were supposed to have been done.

► **COMMITTEE REPORTS**

- a. Architectural Request
 - i. 2395 Bentley Drive – paint request, pending further information
- b. Compliance
 - i. Nothing to report

► **NEW BUSINESS**

- a. Bentley Park Reserve Study: it was previously agreed to hire a Professional Account Analyst to conduct a review of the Reserves in terms of assisting with financial planning. Pam stated that the selected vendor anticipates providing a draft of the report sometime during the month of July.
- b. Policy for Collections/Compliance Fining: the committee should be made up of people not on the board and a minimum of three is needed. The committee is not looking for issues but rather would just be a judge in determining situations such as:
 - the unit is not in compliance, so yes, we are going to impose a fine
 - the unit fixed the issue, so there is no reason to impose a fine
 - the unit is not in compliance but an extension will be provided, as per their request.
 - The rules is too vague to enforce, so we are not going to enforce a fine
 - If the unit does not remedy the issue, then it is up to the committee to decide how they would like to move forward

Florida Statute provides that you can fine up to \$100 a day, up to \$1,000 for the fine. A recommendation would be that any fine that is being imposed would be \$100 a day, it is simpler and effective. Also, if an account is in the process to collect unpaid dues with the attorney, and there are also compliance fines, they can be combined and added to their account with the attorney.

- c. Update on the status of delinquent accounts: topic has been discussed above. For residents that are 90+ days delinquent, we can restrict access to amenities such as the pool key.

► **UNFINISHED BUSINESS**

- a. NE Fence Installation – status/timeline: has been delayed because of tree that may need to come down. It will be in four equal payments from three homeowners associations and the owner of the property next to it. We will cover one-fourth of the tree removal and stump grinding. Awaiting a second quote. It was agreed that a signed document will be needed from all parties.
- b. Electric cars charging station: the attorney advises that if the homeowner wants to do it, then the unit owner bears the cost of all the expenses and the charging station stays as part of the property, even if the homeowner sells the property. If a homeowner wants to put in a charging station, the electric has to be on their own units electrical meter, has to be wired to code and the electric feeds need to be buried underground. Because of the extra costs involved, it would seem that it would not be financially feasible for a homeowner to put in a charging station.

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

- a. Pressure Washing – has not been done in a long time. Jenny advises that H2O does pressure washing and previously gave a community group rate for doing roofs. Jenny indicates he is very inexpensive and she will reach out for a cost to pressure wash all of the cul-de-sacs, sidewalks and the walkways up to the doors.
- b. DRC guidelines – they are not rules and regulations, therefore, it would be a good idea to post them to the website.
- c. Tree cutting and trimming– a pile of grinding was left behind when two trees were taken down. After complaining, a partial cleanup was done and it was completely unsatisfactory. Also, when the stump grinding was done, they drove over the sidewalk and broke a section of the sidewalk. It's been fixed but is a terrible piece of work and is atrocious. If Bay to Bay broke the sidewalk, they should be the one billed to fix it and they should not be paid until they fix the sidewalk. We either advise Bay to Bay to have the sidewalk professionally repaired at 2620 Bentley or we will bill them back. Jenny advises that she can reach out to them.

► OPEN FORUM

Questions were presented by homeowners, discussion ensued and response provided in regards to the following topics; pressure washing, extension of a violation, monthly insurance payments, quotes for homeowners insurance, asphalt, repair assessments; community petition, carport repair payment and tree trimming.

- a. Pressure Washing – discussion ensued; it was advised a price will be obtained.
- b. Violation letter – discussion ensued; it was advised to send an extension request to Ellyse and she will forward to the board for a decision.
- c. Insurance – each month is budgeted for \$36K for 12 months but we are paying \$39K per month for 11 months. In the twelve month, we do not have to make a payment.
- d. Quotes for homeowners insurance – discussion ensued; it was stated that it is important to have an A+ plus company. A discussion will be held at the next meeting.
- e. Asphalt – discussion ensued; the reserve study analysis will assist with addressing this need. Before repairs are made, it needs to be determined how we are going to pay for it. Asphalt and Irrigation are the top priorities.
- f. Repair assessments – discussion ensued; the reserve study is for the purpose of getting real updated numbers for items like asphalt, irrigation, carports, etc. and how to fund for items needed in the community.
- g. Monthly insurance payments – discussion ensued; different options are being reviewed as to whether or not quarterly payments can be made instead of one lump sum.
- h. Petition of Insurance coverage – discussion ensued; a review of the association documents would need to be determined if it allows for a petition of this type since a community vote was taken last year. If it does, it would require a threshold, it would be expensive, an attorney would have to draw up and amend the documents, the attorney would have to be present at meetings, mailings would need be done and extra meeting fees would apply. In order for the board to consider it, a required threshold of homeowners would need to be obtained before it is entertained.
- i. Carport repair payment – insurance covered almost 100% and it came out of the reserve funds.
- j. Tree trimming – discussion ensued; hazardous trees have been addressed. The remainder of partial tree trimming will be done after the hurricane season to ensure that we have funds necessary in case there is a lot of damage.

► ADJOURNMENT:

Tommy made a **MOTION** to adjourn the meeting at 7:17 pm, Pam seconded, All in favor. Approval was unanimous, **MOTION** carried.