

Town Park Condo Association, Inc.

2012 Board Meeting Minutes

Unofficial Minutes

Date: Tuesday, February 7, 2012

Time: 6:30 pm

Location: Town Park Clubhouse

Board Members Present: Robert Miller, President, Jeanne Schulist, Vice President, Cliff Cloud, Treasurer, Karen Hollar, Secretary, Linda Stryjak, Sergeant at Arms

Management/Others Present: Wendy Thrower, Condo Association Manager

Open Forum - Robert Miller, President, addressed the purpose as a means of providing the community with a forum to be heard. Using an index card to: 1) write the problem or concern, 2) define the answer to solve the problem or concern, 3) allow each owner three minutes to voice a problem or concern, 4) board can answer or just listen. Up to five unit owners may be heard during the first open forum. Any additional concerns will be addressed at the end of the board meeting.

Call to Order -The Town Park Condo Association, Inc. Board Meeting was called to order by Linda Stryjak, Sergeant at Arms, at 6:30 pm.

Verification of Quorum - A quorum was established with all 5 board members in attendance.

Approval of Minutes from Previous Meeting - Motion (M) Cliff Cloud, Second (S) Jeanne Schulist, and vote carried 5-0 for approval of the January 7, 2012 Board Minutes as read.

Treasurer's Report - Cliff Cloud, Treasurer, read the Financial Report as follows: The total income for January, 2012 was \$60,819.03. Total expenses for the same period were \$7,707.12. This resulted in a net gain of \$53,111.91. The total cash on hand in the operating account is \$22,133.59 and \$32,941.97 in the reserve account. (M) Jeanne Schulist, (S) Karen Hollar, and vote carried 5-0 for approval of the Treasurer's Report as read. Robert Miller, President, informed the owners that Cliff Cloud will meet with Bosshardt Property Management along with one other board member to better understand the workings of our budget.

Committee Reports

a. Architectural - Maureen Tylanda reported that since December the Committee has approved about 9 permits and have 3 pending at this time.

b. Clubhouse - Robert Miller, President, spoke for the Clubhouse/Pool Committee and reported the pool reel has been repaired, the pool ladder needs to be moved, and there are some loose and low pavers around the pool area that need to be repaired. Bids will be sought for these projects. Also, 7 bottle brush plants have been replaced around the exterior perimeter of the pool fence.

c. Document Review - Robert Miller, President, described a third committee to be formed for 2012 as the Document Review and Rules Committee (previously known as the Financial Committee). The Document Review and Rules Committee will assist the board in areas such as rules, fines, application of fines, and annual review of contracts.

d. Sign up for Committees for 2012 - Robert Miller, President, asked owners to sign up for these committees, so that we can better our community, and each committee will have a board liaison. There are many long-term projects i.e. the pool/clubhouse expansion plan for the Town Park community and we need owner's assistance and involvement to and make things happen.

Unfinished Business

a. Voting Results - Lynda Stryjak, Sergeant at Arms, reported the board was notified that 90 people voted and of the 90 votes, 87 and 84 respective "yes" votes were counted. Discussion ensued with Bosshardt Property Management and because 90 was not a typical number of responses, normally well over 100, the Board was instructed we had 90 days to complete the

voting process. Therefore, unit owners that did not vote were asked to reconsider. The end result was 12 additional votes, all "yes," and both amendments have passed. Linda Stryjak, Sergeant at Arms, addressed the fees associated with the recording of these amendments. Wendy Thrower, CAM, had discussed this with Garry Griffin, Director of Association Management of Bosshardt Property Management LLC, and because we are a Condo Association, it is in our best interest that we follow protocol with notarization and court recording of our amendments.

b. Review and Update 2012 Rules and Regulations - The revisions will be made available via email and will be posted for all unit owners. Wendy Thrower, CAM, provided the directive that all unit owners must receive a copy of the rules and regulations 14 days prior to the board's vote regarding the updates. Karen Hollar, Secretary, will email a copy of the revised Rules and Regulations this week and Wendy Thrower, CAM, will mail a hardcopy to the remaining unit owners without email. Voting on the 2012 Rules and Regulations will take place at the next board meeting, scheduled for Tuesday, March 6, 2012.

Wendy Thrower, CAM, directed the board and owners to the Marion County website: <http://www.marioncountyclerk.org> noting that we can view our documents online and click on a link that will redirect us to amendment updates. Wendy Thrower, CAM, also will scan all documents, add the amendments, and make the document available as a PDF file once the 5th Amendment documentation is complete. Karen Hollar, Secretary, will communicate this to John Coons, Town Park Webmaster, so that all unit owners have the ability to access our docs and revisions more easily.

c. Low Areas - Robert Miller, President, read the following statement: Low areas and road repairs are a long term problem. The roads will be evaluated for repairs and concerns. The board will address these problems with Mr. Smith, Owner. A simple problem such as a low area that holds water after a rain or puddles after a owner washes his car. These problems can seem overly important to an owner. Addressing this problem can cost 5 to 10 thousand dollars per problem. Handling each problem individually can reduce our reserves quickly. Working with Mr. Smith on one of his road projects, we may reduce the price considerably. We have heard that the roads were going to be repaved. A salesman will promise everything, but without written documents you have no guarantee that road project will be completed. Understanding all road problems and concerns, we can make a decision that will address and solve these problems. Lots 55 & 100, 77 & 78, 28, 132, 125, 32, & 35.

Cliff Cloud, Treasurer, addressed the unfinished business regarding the Finance Committee's review of Town Park contracts, recommending any necessary changes and/or additional documentation needed at the Board Meeting, February, 2012. Bob Majors and Bob Phelps reviewed the vendor contracts and noted the following: Curt's Crystal Clear Pool Service, pool/spa cleaning service contract seems well written and all inclusive, no recommendations. Brian Malloy Cleaning Service, clubhouse cleaning contract is missing mention of insurance coverage. Wendy Thrower, CAM, will research and provide proof to the board before the March, 2012, board meeting. Shep's Lawn Care, Inc., lawn mowing service contract states licensed and insured. The Committee recommended that proof of insurance coverage for worker's compensation and liability be documented. Wendy Thrower, CAM, confirmed this vendor's insurance policy is valid and all documentation is in place. Wendy Thrower will provide proof to the board before the March, 2012, board meeting. The Bosshardt Property Management contract was prepared by their legal advisor. The Finance Committee recommended Bosshardt provide a certificate of insurance that includes fidelity coverage. Wendy Thrower, CAM, will provide proof to the board before the March, 2012, board meeting.

New Business

a. Activity Club - Robert Miller, President, provided commendation regarding Lynn Saunders and Judy Packard running the Activities Club as a whole. However, there are questions about money, the direction of the committee, and future goals. Robert Miller, President, read the following statement: The Board is closing the club. It will be reformed as Social Activity Committee (SAC) on February 23, 2012. The SAC will appoint new officers, define short and long term goals, and define their objectives for the community. The SAC is designed for the health and welfare of the communities concerns. As a committee, they will be responsible to the board. All residents will be invited to attend the reformation. Karen Hollar, Secretary, will handle the reorganization of this committee. This committee is not just a female committee, nor is it limited to just owners. Long term renters are welcome and will have a vote on projects and activities. The SAC will have a monthly meeting and the SAC will reform every year. The SAC will provide reports to the Board along with the other Committees at the monthly board meetings.

b. Other -Karen Hollar, Secretary, mentioned the fire extinguisher inspection has expired. Robert Miller, President, reiterated that the Clubhouse/Pool Committee will do a weekly walk-through to address and correct such issues.

Open Forum - Hector Torres asked for additional clarification regarding the Activities Club. Robert Miller, President, reinforced that the committee will continue to be a stand-alone organization and has nothing to do with money and the Board. Judy Packard spoke and indicated the Activities Club was not given any guidelines to follow and as a Club within Town Park, felt the move to place Activities under the Board is very positive; accountability as a group is imperative. After additional comment, accolades for a job well done, and clarification regarding compliance with the docs for a concern raised by Mike Tylenda, Robert Miller, President, brought closure to the discussion by stressing the point to owners that they elected the Board to run the Town Park organization. 100% of what happens in Town Park is ultimately the responsibility of the board. Karen Hollar, Secretary asked everyone to be patient with the reformation and will communicate with all unit owners and renters regarding the upcoming reformation meeting, be held Thursday, February 23, 2012.

Bob Dombroski, Greenway Committee, thanked everyone for the donations and jobs well done during the Yard Sale, raising nearly \$1,600. Additional comments were in regard to a dangerous situation behind Preserve lot #32. With 28 volunteers, 5 truckloads of trash, and a pile of scrap metal removed, the Committee rectified the dangers of snakes, vectors and injuries to those in our community. Bob presented to the County Officials the future goals for the Greenway and said that Tallahassee representatives will come to look at the Greenway area at the end of this month and will share more information soon.

Hector Torres addressed the concern regarding the money that is spent annually for the recording of the amendments. Robert Miller, President, and Wendy Thrower, CAM, responded in order to stay in compliance with the state documents; the cost for the recording is protecting our organization. Jeanne Schulist, Vice President, mentioned there is a line item in the budget that covers attorney's fees and should cover this cost. Wendy Thrower, CAM, also reminded everyone last year's fees were high due to the attorney preparing the amendment document and well as recording. Jeanne Schulist, Vice President, suggested the future amendment voting take place in February or March meeting when residents have arrived to Town Park in lieu of December when many are traveling or in route.

Cliff Cloud spoke as a member, not board member, and was asked to bring to the membership awareness of renters' fees, stating there is great disparity in rental fees. After researching Wilderness charges and discussing it with an owner that has multiple rental lots, the comments Cliff expressed were in an effort to show owners they can charge more than nominal rental fees that would otherwise only cover dues and taxes. Cliff Cloud did clarify the board is not in a

position to take a stand on this issue, but felt personally it warranted documentation in the minutes and owner awareness.

Adjournment - (M) Karen Hollar, (S) Cliff Cloud, with no further business to discuss the meeting adjourned at 7:34 pm

Next Meeting

Date, Time and Location - Tuesday, March 6, 2012, 6:30 pm at the Town Park Clubhouse

Submitted by Karen Hollar, Secretary