

FOXWOOD AT PANTHER RIDGE HOMEOWNERS' ASSOCIATION, INC
BUILDING REVIEW BOARD

DRAFT

DATE: Saturday, May 22, 2010

LOCATION: Foxwood Park

CALL TO ORDER: The Board of Directors meeting was called to order at 9:45 AM by Jeff Scott as Chair Person.

DETERMINATION OF A QUORUM: A quorum was established with five Board members present. Those members present were President: Jeff Scott, Vice President: Ted Meuche, Secretary; Anita Zavacky, Director; Ken Scheidt and Director; Roni Duthie. Also present was Michelle Thibeault of Sunstate Management Group.

PROOF OF NOTICE OF MEETING: The notice for the meeting was posted in accordance with the Bylaws of the Association and the requirements of the Florida Statutes.

MINUTES: A **motion** was made by Jeff and seconded by Roni to approve the previous minutes. The motion was unanimous.

PRESIDENTS REPORT: As reported by Jeff Scott. Jeff proposed several guidelines and procedures on how he wishes the Board to act on behalf of the Association business for 2010.

Jeff stated that as a Board, we all need to be aware that many homeowners in our community have had profound changes in their lives and that we as a Board need to be as fair as possible without compromising certain standards within the Association.

Compliance: Jeff suggested that compliance issues be neighborly but fair. Jeff instructed Michelle to cc him on all letters or emails that go to homeowners regarding the care of their lots and before they go out, Jeff will personally inspect each and every violation.

Actions of the Board: Also, Jeff proposed that all projects have an action plan and be required to be completed within a certain timeline. This includes but is not limited to; BRB, Compliance and Road projects or anything over and above the approved operating budget.

Communications: Jeff proposed that the Board set a new policy on communication with the homeowners; all agendas will be emailed to the membership as well as a draft of the minutes. Jeff proposed the following communications take place: use of email as a source of communication to the membership. Jeff also proposed that all issues / projects be emailed out to the membership.

Jeff instructed Michelle to put his phone number and email in these corporate minutes. Jeff asked that these corporate minutes state, Jeff is available as well as Michelle at the numbers and emails listed below for any and all questions;

Jeff Scott	941.809.8936
Sunstate Management Group:	941.870.4996

lindajeff@tampabay.rr.com
mthibeault@sunstatemanagement.com

Website: Jeff, also, reported that a homeowner has offered to help Foxwood create a website at no cost to the Association. Actual hosting of the site will cost \$20 per month, which will give us our own Foxwood web address and a blog

Bidding Procedure: Jeff proposed a new policy that any monies spent over \$500 that exceed the approved operating budget, be bid out. The Board agreed.

The Board agreed to all of Jeff's proposed policies and procedures.

TREASURERS REPORTS: As reported by Michelle Thibeault and Jeff Scott and attached to these corporate records, Michelle reported that we are still on budget for 2010, however, our outstanding maintenance fees and our accounts receivable still \$22,000 in past due fees. Jeff instructed Michelle to pull the landscape and ground detail summary from the CPA. Michelle reported to the new Board members that all the financials are done on a monthly basis and by a Certified Public Accountant. Michelle reported on the recent Coral Lakes court case regarding associations obtaining past due fees. A motion was made by Ken and seconded by Roni that any project exceeding \$500 be bid out and submitted to Sunstate. Large contract bid for budget season will include a RFP with specifications and vendors will be asked to provide sealed bids to Sunstate Management Group.

MANAGEMENT REPORT:

Lot 47: Michelle reported that a letter was received by the Management Company from a neighbors Attorney asking the Board to have the Lot 47s non-compliance issues remedied. The Board instructed Michelle to sent a certified letter to Lot 47informing them of the

complaint by their neighbor.

Signs at the Park: Meeting to be determined.

Corner of 79th: After some discussion, the Board asked if Jeff and his crew could trim the corner at 79th for a cost not to exceed \$50.00.

Lot 19: The Board instructed Michelle to send a letter to Lot 19 to ask the owner if a committee of owners could trim the Palmettos at the corner of the Park.

Prisoners / County work: After some discussion, it was agreed by the Board that county prisoners were not permitted to do work at Foxwood at Panther Ridge.

COMMITTEES

Concession: The Board nominated Anita Zavacky as the Concession chair. As reported by Anita, she plans to establish a relationship with the Concession in hopes of keeping the communications open between the two associations.

Park: A homeowner in the audience reported that red ants need to be sprayed.

Fencing: Jeff and Ed Reid (head of the BRB) will discuss the fencing at the park entrance. Jeff instructed Michelle to obtain advice from the insurance company and Attorney as to whether or not our liability position would improve if a fence were put up between the park parking lot and the adjacent homeowner.

Trails/Roadsides:

Storm Water Drains: Ted Meuche will investigate Storm Water Drains with the county. Ted to review the Engineering report and contact the county. Michelle will send a copy of the Engineers report to Ted. Jeff suggested letter and engineering report be distributed to the entire community.

BRB: A motion was made by Ken and seconded by Jeff to instruct the BRB to obtain bids for a 6 foot and an 8 foot fence.

Lot 54: Ken reported that the BRB will meet soon to review the plans and schedule for Lot 54.

Unfinished Business: Jeff made a **motion** and Anita seconded to appoint Jeannette Austin to the compliance/finance committee. Jeff made a **motion** and Anita seconded to appoint the following owners to the committee; Valerie Taylor, Andy Matheson, Debbie Lynch and George Schiavone. The motion was unanimous.

Fining Procedures: After some discussion, the Board agreed that the Foxwood Covenants state that the fining is set at \$50 per day and Florida statute state that the fees cannot exceed \$1,000. The Board will allow the committee to set a fine on a per case basis.

NEXT MEETING DATE: The next Board meeting is scheduled for Saturday, June 26th at 10AM at the Austin's residence at 7621 209th Street East.

ADJOURNMENT: There being no further business to come before the Board, Anita **moved** to adjourn, which was seconded by Roni. The motion carried unanimously and the meeting was adjourned at 12:40 p.m.

Respectfully submitted,

Michelle Thibeault/CAM
Community Association Manager
For the Board of Directors at Foxwood at Panther Ridge