

These minutes are draft only and may be revised prior to approval at the next regularly scheduled Board meeting. Please email foxwoodneighbor@gmail.com with any corrections or clarification requests.

FOXWOOD AT PANTHER RIDGE HOA
BOARD OF DIRECTORS MINUTES

Date: May 7, 2026

Time: 6:00pm

Location: Lakewood Ranch Library, Room B

1. Call to Order: The meeting was called to order at 6:05 PM by President Jack Mandula.
2. Proof of Notice: Proof of notice was provided via posting on the Association website (www.myfpr.com) and distribution of the meeting agenda to owners by email in advance of the meeting in accordance with the governing documents and Florida Statute 720.

Discussion occurred regarding one physical notice sign being temporarily damaged due to weathering and subsequently replaced.

3. Establish Quorum:
Directors present: Jack Mandula (President), Tommy Klauber (Treasurer), Cortney Hepburn (Secretary), and Nikki Olarsch (Director-at-Large). Also present: Gina Fouquet, Community Association Manager, Sunstate Association Management Group, and homeowners attending in person and via Zoom. A quorum of the Board was established.
4. Homeowner Comments: Homeowner comments were accepted throughout the meeting prior to votes on agenda items.
Discussion included: Meeting notice visibility and posting locations, Zoom audio quality and future technology improvements, and questions regarding Board vacancy appointment procedures
5. Approval of Previous Minutes
April 2, 2026 Board Meeting Minutes
Motion: Approve the April 2, 2026 Board Meeting Minutes as corrected.
Second: Yes
Vote: Unanimous approval
6. President's Report
 - Manatee County revised its bulk pickup policy to restore limited monthly curbside bulk pickup service.
 - The Board discussed roadway condition concerns and potential coordination with Manatee County regarding maintenance procedures.
 - One litigation matter from 2021 remains pending.
 - A second matter remains in presuit mediation. (Due to attorney-client privilege and mediation confidentiality, only general status updates were discussed publicly.)

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- The Board discussed continued homeowner volunteer participation, committee engagement, records organization efforts, and future plans to fill the vacant Board seat.

7. Treasurer's Report

- The Treasurer reported that updated monthly financial reports were not yet finalized and would be presented at the next Board meeting following completion of month-end processing.
- Board discussion included: Vendor contract review, Financial workflow improvements, Invoice approval procedures, and future financial audit considerations.
No vote was taken.

8. Management Report

- Bridge #2 and Bridge #5 trail repairs were reported completed.
- Management reported approximately six open compliance items.
- Management reported approximately \$2,500 in delinquent accounts, including one account with legal counsel.
- The Board discussed ongoing implementation of consistent compliance inspection, reporting, and Board-directed operational workflow procedures within Vantaca.

9. Old Business

a. Entrance Restoration Planning Following FDOT / SR-70 Roadway Work

The Board discussed ongoing entrance restoration planning related to FDOT/SR-70 roadway work, including infrastructure evaluation and coordination regarding future restoration activities.

b. Implementation Status of Monthly Compliance Inspection Reporting and Tracking in Vantaca

The Board discussed implementation of compliance tracking and reporting procedures within Vantaca, including improved documentation consistency, centralized recordkeeping, and reducing reliance on individual email-based record storage.

c. Status of Implementation of Treasurer Access to Contracts, Invoices, Bank Accounts, and Approval Workflow Within Vantaca

The Board discussed ongoing implementation of Treasurer access to Association financial records, contracts, invoices, banking information, and approval workflows within Vantaca.

d. Bridge #5 Safety Repair Status Update

The Board confirmed that the previously approved Bridge #5 safety repair work was completed and the bridge reopened for use. Discussion occurred regarding ongoing

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maintenance and preservation of the Association's historically used equestrian trail system and associated bridge infrastructure.

e. Implementation Status of Centralized Association Records Storage in Vantaca and Website Archive

The Secretary reported ongoing efforts to centralize Association records, improve historical record organization, update website archives, explore Association-owned document storage solutions and official Association email systems for continuity purposes.

f. Status of Transfer of Association Records From Prior Officers, Committees, and Prior Management Transition Materials

The Board discussed ongoing efforts to consolidate and centralize Association records, operational documentation, and transition materials for continuity and recordkeeping purposes.

g. Status of Board Access Permissions Within Vantaca

The Board discussed ongoing efforts to improve Board-level access, workflow visibility, and operational functionality within Vantaca.

10. New Business

a. Committee Appointments

- Building Review Board (BRB): Kent Schwarz (chair), Holly Chamberlain, Daniella Drillman
- Trails Committee: Jaymie Klauber (chair) in participation and coordination with Preserve neighbors
- Social/Welcoming Committee: Stephanie Little, Jaymie Klauber, Debbie O'Keefe, Nikki Olarsch
- Landscape Committee (including entrance refurbishment coordination): Mike Little, Joe Swerdeski, Marc Olarsch, Nikki Olarsch
- Finance Committee: Tommy Klauber (chair), Blake Hepburn & Jeff Pfeiffer

Motion: Approve the initial committee organization and volunteer participation framework as discussed, with additional participation and adjustments to continue as committees are developed.

Second: Yes

Vote: Unanimous approval

b. Land Use Guide Update Project

The Board discussed initiation of a review and update of the Association's Land Planning and Design Guide, including architectural standards, landscaping guidance, accessory structures, and overall community appearance consistency, with opportunities for homeowner participation and feedback.

Motion: Approve initiation of the Foxwood Land Planning & Design Guide Update Project and preliminary project outline for homeowner review and feedback.

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Second: Yes

Vote: Unanimous approval

c. Review Anderson Givens Retainer

The Board reviewed the proposed legal retainer agreement for Anderson Givens. Discussion included: Hourly billing rates, communication workflow expectations, review timing and distribution of draft materials

Motion: Table review and consideration of the Anderson Givens retainer agreement to the June Board meeting.

Second: Yes

Vote: Unanimous approval

d. Review Landscape Contracts

The Treasurer reported that multiple landscaping proposals had been reviewed and compared.

Discussion included: Vendor pricing comparisons, scope of services, future committee oversight and communication procedures

The Board discussed continuing services with Rudy's Lawn Care based on pricing and historical service experience.

Motion: Approve continuation of annual landscape maintenance services with Rudy's Lawn Care.

Second: Yes

Vote: Unanimous approval

e. Records Management & Compliance Tracking Workflow Policy

The Board discussed centralized storage and continuity of Association operational records, compliance documentation, architectural review records, and inspection tracking within designated Association record systems.

Motion: Confirm that Association operational records, compliance documentation, BRB records, inspection notes, photographs, and related enforcement records shall be maintained within designated Association record systems and archive platforms rather than individual email accounts, with Board-level visibility where system permissions allow.

Second: Yes

Vote: Unanimous approval

f. Resident Request – Traffic Calming Evaluation on 213th Street East

The Board discussed homeowner concerns regarding vehicle speeds and traffic activity within the community, including 213th Street East and additional neighborhood areas identified during homeowner comments. The Board discussed gathering historical information and related documentation regarding prior traffic calming efforts and potential future coordination with neighboring communities and local authorities regarding evaluation options.

No motion was adopted.

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11. Committee Reports

Building Review Board (BRB): Interim Chair Kent Schwarz reported there had been no Building Review Board applications or approvals during the prior 30 days.

No additional formal committee reports were presented.

12. Homeowner Comments

- Compliance procedures and reporting consistency
- Bridge and trail maintenance
- Landscape vendor oversight and swale maintenance
- Financial audit considerations
- Committee participation opportunities
- Traffic calming concerns within the community, including 213th Street East
- Records management and operational continuity

13. Next Meeting Date: June 4, 2026 at 6pm at the Lakewood Ranch Library

14. Adjournment: With no further business to come before the Board, the meeting was adjourned at approximately 7:54 PM.

Prepared by:

Cortney Hepburn, Secretary to the Board of Directors

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Foxwood Land Planning & Design Guide: Update Project

A modern Land Planning and Design Guide in an older, built-out community such as Foxwood should function primarily as a Design Standards and Alteration Guide intended to preserve the community's rural and estate character while protecting property values.

Step 1 – Start With What Already Exists

In a built-out community, standards should reflect approved and implemented designs already present within the neighborhood rather than introducing entirely new concepts.

Step 2 – Define the Goal

The purpose of the Foxwood Land Planning and Design Guide is not to restrict creativity, but to preserve the rural, equestrian, and estate character of the community, protect property values, and ensure improvements remain consistent with the overall character of Foxwood.

Community Standards & Character Survey

Category	Images	Existing Conditions
Fence Types		
Fence Colors		
Roof Materials		
Roof Colors		
Exterior Paint Colors		
Driveway Materials		
Mailboxes		
Landscaping Styles		
Barn Styles		
Gate Styles		
Pools & Screen Enclosures		
Solar Panels		
Satellite Dishes		

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Lighting		
Generators		
Other Outdoor Structures		

Recommended Guide Sections

- Site Planning
- Architecture
- Colors
- Fences
- Landscaping
- Accessory Structures
- Pools & Screen Enclosures
- Lighting
- Solar Panels
- Maintenance Standards
- Hurricane Protection Systems

Approval Process Example

Project Type	Approval Required
Repaint same color	No
Repaint new color	Yes
New fence	Yes
Replace roof – same material/color	No
Replace roof – different material/color	Yes
Landscaping modifications	Yes
Barn construction	Yes
Generator installation	Yes

Suggested Timeline

Month	Task
1	Community photo survey
2	Draft guide preparation
3	Board review

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4	Community feedback
5	Final revisions
6	Adoption

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