

Lone Star Ranch Homeowners Association Board of Directors Meeting Agenda

Wednesday, January 8, 2020 - 7:00 PM

Pasco Safety Town

15325 Arlic Pottberg Boulevard

Spring Hill, FL 34610

I – Call to Order

II – Minutes

M 1 Approval of November 19, 2019 Lone Star Ranch BOD Meeting

- Motion to Approve Jim Leuze as secretary and Katie Holland as Director
- Second by Michael Misserville
- All in favor of approving the minutes, unanimous by all members of the November 19th, 2019 meeting.

M2 Approval of of November 23rd, 2019 Special Meeting with Landscaping Vendor

- Motion to Approve by Secretary Jim Leuze
- Seconded by Michael Misserville
- All in favor of approving the minutes, unanimous by all members of the special meeting with landscaping vendor on November 23rd, 2019

III – Finance and Administrative

FA 1 Update on 2020 Approved Budget

- No update on the budget per Tony Alonso

FA 2 Review of Monthly Budget to include an aging report review

- Tabled to discuss during managers report

FA 3 Explore creating a policy to allow Ameritech manager more autonomous in making daily operations decisions

- Tabled for later discussion
- Treasure Tony Alonso motioned to provide Keith Philips from Ameritech the autonomy to make repairs or resolve any emergency up \$1000.00
 - Motioned was seconded by Vice President Mike Misserville
 - Anonymously approved by all board members

IV – Operations

OP 1 Landscape Update (Management Report)

- Received quote from First Class Grass on items discussed on November 23rd meeting and have not received other quote request
- Ameritech will create a scope of work that will be divided into work that needs to be completed in the entrance of the subdivision, townhome section and single family home section.
- Current contract with FirstClass is set to expire on January 31st, 2020 after the first twelve months the contract may be terminated at any time with a 30 day written notice without cause. Once scope of work is determined by Keith from Ameritech we will solicit bids based on the scope of work.
- Discussed work that was supposed to be already completed by First Class Grass, such as the sod that was replaced last year that did not take and died off that was mark previously by past HOA president Vito and now current Vice President Mike Misserville and was told it would be replaced under warranty, clarification on work that was supposed to have been approved by the previous board and being invoiced for, broken sprinkler head that were supposed to be replaced after our walk on November 23rd, 2019.

OP 2 Fountain Update

- Current state of the fountain, solar panels are not operable and not usable. The fountain was installed by the original vendor AquaGenics, it was determined the solar panels should not have been used, which has rendered the solar panels unuseable. A second vendor Sunshine electric attempted to make repairs to the fountain which subsequently caused damage to the original equipment. We are pursuing to hold Sunshine Electric to make the needed repairs, if a resolution can not be obtained, the lawyer may be consulted for options.
- President Chris Saliba has reached out to Sunshine Electric and has not been able to reach them as of yet.

OP 3 Committee Status Update

- Establishment of the committee was tabled until the board can review all documents and of our current policies and procedures for ARC requests, until finalization and approval of new policies.

OP 4 Large dog breeds in townhomes (Management Report)

- Tabled to management report

OP 5 Review of all service contracts currently in effect

- Tabled until we receive all current contracts currently in effect.

OP 6 Website:

- After review of all documents are completed we will work with Ameritech who manages our website to revamp the site to make it more user friendly.

OP 7 Community Standards / Rules & Regulations Adoption Topics

1. Architectural Requests - what is required vs what is not
 - Addressed in OP 3
2. Street & Common Area Parking
 - Discussion of current parking situation. It has been noted that there vehicles parking in common areas and also vehicles that are parked in the street that violate our current declarations. It was discussed to re-educate residents of our policy on parking in the subdivision. A resolution on the issue was tabled until there is a review of the documents.
3. Commercial Vehicles (SFH & TH) - to include recreational vehicles too
 - Tabled till documents are reviewed.
4. Towing Policy?
 - Tabled till documents are reviewed.
5. BOD Suggestions

V – Association Management

MA 1 Manager's Report - January 8, 2020

Collections

- Noted that 27 accounts were currently delinquent and have been sent attorney for collections totalling \$27,647 and 3 accounts 30 days past due
 - a. A homeowner asked why delinquent accounts were being sent to the attorney for collection. All in attendance were informed that AmeriTech

has been sending out notification letters to those past due. Also, that at our previous board meeting the board voted to provide a 60 day grace period till the past due amount would be sent to collections. It was asked by the resident if the residents were notified and it was explained that the minutes were not approved so once they were approved tonight they could be posted to make residents aware. It was also discussed that per our documents that after 15 days of non-payment it could be sent to collection and also per Florida statute the HOA does not to notify of past due amounts. The resident noted that past boards did not take action until 90 days delinquent. The resident was informed that there was no documentation to validate this past president, this is why the board made a decision based on the amount owed. Also, all residents in attendance were notified that if they receive a notice from Ameritech and for some reason they are not able to make the payment, the board would work with the resident, as we understand people lose jobs, medical expenses, etc....

- Monument Painting Proposal
 - a. Tabled till the next meeting. To obtain a quote from vendor to also provide maintenance and painting to the pyramid shaped end post of fencing in the common areas.
- Review of quotes to repair gate on dumpster 2 of townhomes from Smith Fence
 - a. Option A replace only hinges and drop rod assembly cost \$937.55
 - b. Option B remove and replace current gate section, replace hinges and drop bar assembly \$2367.50
 - c. It was determined the cost was too high and asked Keith from Ameritech to obtain other bids for price comparison.
- Discussion and review of quotes to replace pool furniture that was approved the previous board at annual budget meeting back in 2019
 - a. Replacement is needed due to the age of the furniture and several pieces that are beyond repair.
 - Vice president Mike Misservile motioned to approve the cost of replacement pool furniture from Pool Furniture supply for the amount of \$8622.19, second by Katie Owen. All board members in favor.
- Record reconciliation needed of association documents.
 - a. Currently the association has 45 boxes of records in storage being stored at a rate of \$45 per box.
 - b. Keith from Ameritech provided a description of records needed to be kept and for how long.
 - c. Tabled till members of the board could determine a date that members could meet at Ameritech office to review all documents and purge as needed

- Additional lighting needed in the townhome area through Withlacoochee due to a past issue with an insurance claim.
 - a. This would be the installation of 14 lights
 - Cost consists of a \$65 connection fee, boring cost of \$3680.00, possible additional installation cost \$5520.00 if needed to be determined at time of installation and will increase monthly electric bill cost \$458.76
 - The cost would be covered under the townhome surplus budget line item 20-2100-00-00 which has \$21953.55
 - There was a motion by Mike Misserville to install the additional light up to a total cost of \$9,000.00, second by Tony Alonso, all board members were in favor.

VI – Board Items

BD 1 Communication with members and resident protocol

- Discussed a communication letter to the residence of the current state where things stand as association
- It was determined that the board would post meeting minutes and other information the residents should be notified of on Nextdoor, it would be informative only and the board will not respond online and will address as needed at meeting
- Discussed a possible newsletter via mail, email, a central location, prefer to send via email due to cost.

BD 2 Email Addresses - In Progress - Domain Verification with Google

BD 3 Addressing the homes that need common areas cleared in the back of homes and other areas throughout the community.

- This was tabled till the landscaping scope is completed to determine where the areas of entrance are to access common areas behind homes. Then depending on the areas that need to be cleared obtaining a quote from vendors and notify homeowners that this may need to be broken into phases, based on home criteria to be determined at a later time.

Meeting Adjourned

- Motioned by Secretary Jim Leuze, second by Tony Alonso and all agreed, the meeting was adjourned.