**SUN LAKES VILLAS 46A HOMEOWNERS ASSOCIATION**

**BOARD OF DIRECTOR’S MEETING MINUTES**

**December 11, 2018**

President Richard von Barandy called the meeting to order at 4:30PM. The meeting was held in the Oakwood Clubhouse Bradford Room. Board members present included Mr. von Barandy, Mike Meyer, Vice President, Susan Carew, Secretary/Treasurer, and Ron Betti, and Julie Anderson Members at Large.

Craig Paddock, Maintenance Manager, Jeff Burt & Tyler Burt Landscape Managers, and Bob Deken, Accountant, were also present.

A quorum was reached.

**INTRODUCTION OF BOARD & STAFF:** The Board members and staff were introduced by Mr. von Barandy.

**INTRODUCTION OF NEW OWNERS:** None

**APPROVAL OF MINUTES:** Ms. Carew made a motion to approve the August 21, 2018 meeting minutes, Ms. Anderson was the second and the motion was unanimously passed. *These minutes were previously approved at the October 23rd Villas Board meeting.*

**FINANCIAL REPORT – November 2018:** Mr. Deken reported the operating cash as $46,958, the reserve CD funds as $170,263, and the money market reserve as $72,194. Seven homes are in arrears in their assessments.

**2019 BUDGET –** Assessment amounts cannot be increased for next year because proper notification, in accordance with the governing documents, was not made. Therefore the 2018 budget will be used for the coming year with no increase in assessments. The end-of-year surplus expected for 2018 will not be put in the Reserve Account but will be used towards the 2019 budget. Possibly there will have to be a special assessment levied on the homeowners next year. Reserve monies can only be used for exterior painting and roofing.

* Ms. Anderson made a motion to use the 2018 excess cash for the operating budget in 2019; Ms. Carew was the second. Mr. Betti asked that the motion be amended to say for the year 2019 only; Ms. Anderson amended the motion and it was unanimously passed.
* Mr. Meyer made a motion to approve the 2018 budget for use in 2019; Ms. Carew was the second and the motion was unanimously passed.

**MAINTENANCE MANAGER’S REPORT:** Mr. Paddock said:

* Some additional roofs had to be repaired due to leaks.
* Prepping stucco for repainting has begun and will be ongoing until all is completed.
* Most of the white footprints in the street have been covered.
* 2/3 of the patio roofs have been redone.

Homeowners should fill out the work request forms but if they do not get a response from Mr. Paddock they should phone him.

**LANDSCAPE MANAGER’S REPORT:** Mr. von Barandy introduced Jeff and Tyler Burt from Tenant Land Management, the new contracted landscape maintenance providers. Mr. Jeff Burt said the crew is getting acclimated as this is their second week on the property.

He showed a new water controller that will be able to make automatic adjustments and reduce water consumption by 25 to 50%. The controllers will be used on a trial basis for 90 days. Thereafter they will be leased to the HOA at $45/per controller per month plus a $255 charge for phone hookup.

**OLD BUSINESS**

 TRASH/ RECYCLING ISSUES – The majority of the previous problems with the new provider have been solved. Another trash can exchange will be held in mid January for those who wish to have a smaller can.

 RAIN/FLOOD ISSUES – Two homes had their patios flooded during the October rains. The prior landscape contractor installed French drains to make sure this does not happen again.

 BOARD MEMBER TERMS – Two-year terms (instead of 3) were approved in a previous meeting. Three current Board members’ terms will be up in June. Mr. von Barandy strongly encouraged homeowners to take part in their Association, support it, and volunteer to run for the vacant positions on the Board. The By-Laws require there be at least 3 Board members. If homeowners do not step up the State will appoint someone who will have to be paid. The Association could hire a property management company who would also have to be compensated and may not provide the same level of care as a homeowner-board does. Volunteers are needed; they can be part-time residents. Nominations will be taken in January and February and the vote announced at the annual meeting in March.

 NEW OWNERS’ WELCOME PACK – The package containing information sheets on services plus the Rules & Regulations will be printed so all homeowners can have a copy.

**NEW BUSINESS**

 2019 VILLAS 46A MEETING SCHEDULE – With one change to the February meeting date, Mr. Meyer made a motion to approve the 2019 meeting schedule; Ms. Anderson was the second and the motion was unanimously passed.

**COMMENTS:** None

**ADJOURNMENT:**  Ms. Anderson called for adjournment; Mr. Meyer was the second. The meeting concluded at 5:50PM. The next regular general meeting will be February 12, 2019.

Transcribed by

Karen Jorgensen

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Secretary Date