

Pavilion Property Owners Association, Inc.
Board of Director's Meeting Minutes
Thursday, November 10, 2011

Pursuant to duly given notice the Meeting of the Board of Directors of the Pavilion Property Owners Association, Inc. was called to order by President, Herb Swoope, at 7:15 p.m. on November 10, 2011 Pavilion Recreation Center, 3330 Manor Cove Circle, Riverview, FL 33578.

1. **QUORUM ESTABLISHED:** Present Directors: Herbert Swoope, Judith Bagshaw, Marty LeClerc, David Ellis and Tom Anderson via speaker phone for the appointment of directors and elections of officers. Absent: Marty LeClerc. Also present was L.E. Wilson & Associates representatives Lou Ellen Wilson. The President declared a quorum was present, then led the meeting in the Pledge of Allegiance.

2. **APPROVAL OF MINUTES:** Motion was made by Dave Ellis, seconded by Judith Bagshaw to approve the minutes of October 20, 2011 meeting as presented. Motion was unanimously approved.

3. **APPOINT DIRECTORS:** President called for nominations for Directors to fill the three (3) two-years terms that were open. He further asked for members present if they would volunteer to be a candidate. There were no volunteers. Motion was made by Judith Bagshaw, seconded by Herb Swoope to appoint Dave Ellis to a two year term. Motion was approved unanimously. Motion was made by Judith Bagshaw, seconded by Dave Ellis to appoint Tom Anderson to a two year term. Tom Anderson accepted and motion was approved unanimously. There being no volunteers to fill the third open position,, this position will remain vacant at this time.

4. **ELECTION OF OFFICERS:** Motion was made by Judith Bagshaw, seconded Tom Anderson to elect Herb Swoope President. Motion unanimously approved. Motion was made by Herb Swoope, seconded by Dave Ellis to elect Judith Bagshaw, Vice President. Motion was unanimously approved.
Motion was made by Judith Bagshaw, seconded by Tom Anderson to elect Dave Ellis, Secretary. Motion was unanimously approved. The position of Treasurer was not filled. . Tom Anderson will serve as Director at Large.

5. **CORRESPONDENCE:**
E-mail Request: Request for a fund raiser in the banquet room. Consensus of opinion, the party requesting same would be responsible for renting the room.
E-Mail: Purchasing website domain - www.pavilionpoa.com. Action tabled until such as the owner can be identified.

6. **FINANCIAL REPORT:** Manager reviewed the October 31, 2011 financial reports. Motion made by Dave Ellis, seconded by Judith Bagshaw to accept reports as submitted for information.

7. **MANAGER'S REPORT:** (Copy attached) Motion was made by Tom Anderson, seconded by Judith Bagshaw and unanimously approved to accept Manager's report for information.
Action Items:
 - (a) Submergible pump for well: Motion made by Judith Bagshaw, seconded by Dave Ellis to approve contract with Pope Pump & Supply at a cost of \$3,986.04 to replace the pump. Motion unanimously approved.
 - (b) Modular Controller for Irrigation System: Motion made by Judith Bagshaw, seconded by Dave Ellis to approve new modular controller at a cost not to exceed \$720.00. Motion unanimously approved.
 - (c) Parking Lot Stripping – tabled
 - (d) Bourgainvillea Barrier behind Hidden Water – Manager to present quote to the residents who requesting a barrier between the back of their property and Everhart Road (new Publix Shopping Center). Pavilion POA will not participate in the expense nor future maintenance.

8. **COMMITTEE REPORTS:**

- a. **Architectural Review Committee:** Dennis Childs reported the committee had one meeting and approved two applications.
- b. **Neighborhood Watch:** Paul Broshear reported he was waiting for final draft of Guidelines from Attorney Steve Mezer.
- c. **Welcome/Social** – no report. Need a volunteer
- d. **Yard of the Month:** No report
- e. **Clubhouse Redesign Committee:** Rhonda Lazzari – copy of report attached. Reference Old Business.
- f. **Ad Hoc Playground Committee:** Lourdes Escalara reported that they were notified that the Grant for \$2000 was approved. Further \$350.00 had been received from members. The Committee will be meeting this month to outline priority of projects and determine what will be done in 2012.
- g. **Contract Committee:** No Report
- h. **Electronic Communications Committee:** No report

9. **Old Business:**

- a. **Committee Guidelines – Neighborhood Watch:** tabled until Guidelines are received from Attorney.
- b. **Renovation/furnishing of Clubhouse:** After review of Redesign Committee Report and discussion, motion was made by Dave Ellis, seconded by Judith Bagshaw to allocate up to \$5500 for furnishing the Recreational Room.
- c. **SWFWMD:** No further updates and Contract Committee has not started on the RFP.
- d. **Clubhouse Management Contract:** Tabled – waiting for report from Contract Committee
- e. **Stop Light at Falkenburg & Bellewater:** Reference Manager's Report. Information was given to Lourdes Escalara. She will take the responsibility to contact the County Commissioners.

10. **NEW BUSINESS:**

- a. **Legal Action:** Motion was made by Judith Bagshaw, seconded by Dave Ellis to authorize attorney Steve Mezer to write demand letters to #26, #39 and #64. Motion was unanimously approved.
- b. **2012 Budget** . After review of the Proposed Budget (copy attached) Motion was made by Judith Bagshaw, seconded by Dave Ellis to approve the 2012 Budget as presented. Motion was unanimously approved..
- c. **Insurance Renewal:** Reference Manager's Report. After review of the insurance proposal submitted by BB&T Insurance, Inc., motion was made by Judith Bagshaw, seconded by Dave Ellis to renew the insurance in accordance with the proposal. Motion was unanimously approved.

10. **MEMBER CONCERNS AND COMMENTS:** None

11. **REVIEW OF VIOLATIONS:** Reference (a) under New Business

12. **ADJOURNMENT:** There being no further business, meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Dave Ellis, Secretary
Lou Ellen Wilson, Recorder