

Pavilion Property Owners Association, Inc.
Board of Director's Meeting Minutes
Thursday, October 20, 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 7:00 p.m. on October 20, 2011 Pavilion Recreation Center, 3330 Manor Cove Circle, Riverview, FL 33578.

1. **QUORUM ESTABLISHED:** Present Directors: Herbert Swoope, Judith Bagshaw, Marty LeClerc, David Ellis Tom Anderson. 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. **LAWN MAINTENANCE CONTRACT:** Eddie Evans representing Complete Landcare, Inc. was interviewed regarding their quote for the Lawn Contract from January 1, 2012 to December 31, 2014.
3. **APPROVAL OF MINUTES:** Motion was made by Tom Anderson, seconded by Judith Bagshaw to approve the minutes of September 15, 2011 meeting as presented. Motion was unanimously approved.
4. **CORRESPONDENCE:**
 - 9256 Estate Cove – requesting Fall Garage Sale: Due to lack of volunteers the next garage sale is scheduled for April 2012 –
 - 9358 Hidden Water – traffic on Everhart and behind the new Publix Shopping Center: Residents requested some type of barrier behind their homes. Manager to contact Complete Landcare to get estimates for a hedge that will deter trespassers; President and Manager to try to set up a meeting with developer and/or Publix to see if they will assist with Security in this area; residents encourages to put up their own privacy fence and also contract Sheriff when they see suspicious activities.
 - 4015 Water Park – requested landscaping in cul-de-sac island. Manager to get quote for some type of tree for the middle of the island.Resignation from Communications Committee from Jim Kowallak. After discussion and review of Jim's concerns, motion was made by Herb Swoope, seconded by Judith Bagshaw to reverse the decision made at the September 15, 2011 meeting: No person will have remote access to the computers or camera system, all work in the future must be done on the clubhouse premises. Motion was approved: Voting in favor: Herb Swoope, Judith Bagshaw, Tom Anderson. Voting against: Marty LeClerc and Dave Ellis.
5. **FINANCIAL REPORT:** Marty LeClerc reviewed the September 30, 2011 financial reports. Motion was made by Judith Bagshaw, seconded by Dave Ellis to accept Financial Report for information. Motion unanimously approved. Marty LeClerc recommended that the newsletter be kept to four pages to save postage costs.
6. **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) Teco Audit - .Quote from Statewide Paint to address the issues in the Teco report was reviewed. Motion was made by Tom Anderson, seconded by Dave Ellis to approve replacing flood lights, and retrofit Florescent fixtures at a cost not to exceed \$350.00. Association will not install sensors on the bath room lights, due to concerns about liability if they failed to work properly. Motion was unanimously approved.
 - (b) Carpet Cleaning - After review of quote from Stanley Steamer to clean carpets, motion was made by Judith Bagshaw, seconded by Tom Anderson to approve contract with Stanley Steamer to clean the banquet room and office for a cost not to exceed \$210.00 Motion was unanimously approved.
 - © Trimming of Street Trees on Foreclosed Lots – Complete will do the work at no cost when the bahia grass stops growing – in January or February – Bid received was \$50.00 per tree if done at this time. Board stated we should wait until Complete has time in the winter months.

7. 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 had met with Attorney Steve Mezer. Steve Mezer was agreeable with the concept of the Neighborhood Watch Patrol Procedures and would provide revised Guidelines and Procedures for Board Approval.
Halloween – Paul Broshear reported there were not sufficient volunteers to man the entrances at Bellewater & Red Pine as had been done in previous years. He requested that any one interesting in patrolling the streets, should contact him no later than Saturday – October 22, 2011
- 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. She requested that the Board authorize a budget amount for the Banquet Room, so the committee could start developing the design and obtaining estimates.
- f. **Ad Hoc Playground Committee:** Waiting for notification if the grant was approved. Members have donated \$350.00 as a result of the request in the Newsletter.
- g. **Contract Committee:** Jim Kowallek reported he did not have an update on the Clubhouse Management Contract.
- h. **Electronic Communications Committee: Back-Up System:** Marty LeClerc reported the committee is working to program the computer in the storage room, so that it can be used as a back up of the data base.
- i. **Nominating Committee:** No report. Manager to contact Mike McClary, Chairperson directly, the notices of the meeting have to be mailed by 10/ 26/11.

8. Old Business:

- a. **Update: Landscaping** –
Rust on Walls: Manager reported Vito has started removing the rust – the work is 90% complete and the results look excellent.
- b. **Committee Guidelines – Neighborhood Watch:** tabled until Guidelines are received from Attorney.
- c. **Petition to vacate right-of-way** –Based upon information received from attorney JJ Johnson, attorney for the Developers of the Shopping Center and quotes for filing the petitions and attorney fees to vacate the ROW on Pavilion property, motion was made by Dave Ellis, seconded by Judith Bagshaw that Pavilion not pursue same. Motion was unanimously approved. (Reason – if both the State and County had vacated the ROW that abuts the one on Pavilion property, it would be very improbable they would ever have a need for it)..
- d. **4040 Watercove – Status:** Quit Claim deed has been recorded. Property now owned by BAC Home Loan Servicing, LP, FKA Countrywide Home Loans Servicing. Insurance was cancelled. Attorney has filed legal action to force payment of past assessments and to clean up property. No update on the status.
- e. **SWFWMD:**
Inspection Pond 61 – Mr. Lane reported that he had obtained copies of the permit, all inspections reports and had determined that all of the work previously done had been approved by SWFWMD, therefore there was no basis to claim that any party had not acted properly in the past. He further stated that it would have been desirable if the developer had chosen a more expensive construction method that would not have failed within a few years. He also reported that based on the survey his crew had done and his estimates it would cost between \$6,000 for a repair that would be acceptable to SWFWMD and \$10,000 for a repair that would last for up to 20 years. The next inspection by SWFWMD is required by May 2012. He stated he would work with the contract committee to develop and RFP for this work.

9. NEW BUSINESS:

- a. **Legal Action:** Motion was made by Judith Bagshaw, seconded by Tom Anderson to authorize attorney Steve Mezer to write demand letters to #2, #24 & #Trailer on Osprey. Motion was unanimously approved.
- b. **Lawn Contract:** After review of Bids received and interview with representative of Complete Landcare, Inc., motion was made by Judith Bagshaw, seconded by Tom Anderson to award a contract to Complete for three years effective January 1, 2012 through December 31, 2014.
- c. **Clubhouse Management Contract:** tabled

- d. **Proposed 2012 Budget** . Marty LeClerc reported the date of the meeting of the committee was posted; however, no one showed up. After review of the Budget Worksheet presented by Marty LeClerc motion was made by Marty LeClerc, seconded by Tom Anderson to approve the Proposed 2012 Budget. Final approval will be made by the Board at the organization meeting of the Board immediately following the Annual Membership Meeting.
- e. **Final Plans for Annual Meeting:** Confirmed the date of November 10, 2011.
- f. **Stop Light at Falkenburg & Bellewater.** A discussion was held regarding the need for a stop light at the intersection of Falkenburg & Bellewater. Lourdes Esclara agreed to contact the County Commissioner for this District and the Manager will contact the County Traffic Control Department to request they consider a traffic light at this intersection.
- g. **Board Approval via E-mail:** After discussion, motion was made by Judith Bagshaw, seconded by Tom Anderson that all decision made by the Board and/or an Officer that were not emergencies be approved at a Board meeting. Ideas and opinions can be solicited from the Board members via e-mail, but no decisions can be made based on their replies. Motion was unanimously approved.

10. MEMBER CONCERNS AND COMMENTS: Request the Board consider asking all committee chairpersons to submit their reports in writing prior to the meeting. This would enable to the Board members to consider any actions that may be required of them and also shorten the length of the meeting.

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

12. ADJOURNMENT: There being no further business, meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Dave Ellis, Secretary
Lou Ellen Wilson, Recorder