

**GARDENS OF FOREST LAKES CONDO ASSOCIATION
BOARD OF DIRECTORS MEETING
September 28, 2016**

The meeting of the Gardens of Forest Lakes Condo Association Board of Directors will be held as follows:

Date: Wednesday September 28, 2016

Time: 7:00 PM

Place: Bay Management office
2445 Tampa Rd. Suite B
Palm Harbor, FL 34683

Agenda:

1. Call meeting to order establish quorum- Phil, Janet, John, Rahn, Natalia, Vanita 7:07pm
2. Proof of meeting notice – posted
3. Approval of minutes from August 31, 2016 Board Meeting – Rahn motions to approve Janet seconds, all in favor.
4. Treasurers report –
 - a. Discussed the CD's and money market. Mentioned moving the money market to a CD for a higher interest. **Has it been completed, if not when?**
 - b. Currently, six months of income in the operating account (large retained earnings value).
 - c. The software that the management company uses has a limitation for adjusting the spent money against the budget to the previous year. This relates to the issue with us approving lawn work in 2015 but paying in 2016. It should've been applied to the 2015 budget vs the 2016 budget.
 - d. Retained Earnings – need to figure out what are the important improvements (special projects and capital improvements) that we could use some of the retained earnings.
 - e. **Need** an updated quote on roofs based on the new information on the double layers of the roofs. Need to make sure it is pulled prior to the budget meeting.

Old Business:

1. Hand Rail Painting – Vanita **motions** for the maintenance to paint the handrails, Phil seconds, John, Rahn yes; Janet no.

2. 133C water leak (tabled item from last meeting) – if the pipe is the owners pipe then they have to pay the plumber, The Gardens is not responsible. Need confirmation, that condo law states that each owner is responsible for their own damage.
3. Lawn company- no bids
4. Patrick to send out updated Tenant / owner list.
5. Water the new magnolia tree daily for one week, and three times for week two.

New Business:

1. Pet weight- increase weight limit. Janet motions we motion that we increase the dog weight limit to 60lb and up to 2 dogs, Vanita seconds, Natalia yes, John, Rahn and Phil are no. (3: yes; 3: no)
 - a. Need quotes on dispensers for dog waste, need to know the how much the refillable bags are as well.
2. Unit 122 Legal- Vanita motions, to collect the money from the owner and waive the fees and interest. Also, send the copy of the hearing results to Cathy that master HAO received funds from the surplus. Janet, seconds, all in favor
3. Pest control invoice- Get a written quote from Vanita's company (Vanita to contact). Vanita approves the payment for the pest control of \$150 to ART pest control.
4. Owner and association responsibilities- John to read through the management contract.
 - a. He feels Bay Mgmt should be timelier in his responses.
 - b. Rahn has issues with follow up and follow through
 - c. Need to be more knowledgeable
5. 125G plumbing reimbursement – send a copy of the docs stating / proving that the owner is responsible for repairs.
6. Electrical switch gear- external box, is it the owner's responsibility or the association's responsibility? Need to know specifically what part of the breaker broke. Need to find out what part of the external breakers, the association is responsible for and make sure the maintenance is up-to-date. Need a quote to inspect all the breakers and how much to replace / repair.
7. Water heater external lines; A/C condensation lines; Dryer vent lines –
 - a. Vanita recommends to have the all the lines cleaned out once a year (only external). \$2,900 labor quote was obtained to clean out all external labor charge. Vanita motions, to have an external contractor clean out all the external lines and report back with any

units that potentially have issues for the \$2,900 quote. John, seconds all in favor.

8. Motorcycle with no tags – turns out the owner is trying to sell the motorcycle. If it is not removed from the property or have a proper tag by Oct 3rd (date noted on the letter) then the bike will be towed within 24 hours.
9. Loud car engine- may be a city issue for noise ordinance.
10. Entry sign light out – Phil is going to have to check the issue.
11. Community mature tree trimming – Rahn needs to ID trees that need trimming then we will get a quote.
12. Owner Comments – Cindy joined.
 - a. Stairs need to be repaired at her unit and others may have similar issues.
 - b. Light fixture needs to be replaced. The association will replace the fixture, but dependent if the fixture broke due to an external force (i.e. getting hit with furniture during a move) then the owner is responsible to pay the association, but if it is worn then it is the association responsibility and will not bill the owner. Need to have an inspection on all the light fixtures
 - c. Table the background checks, what is the association pulling and why.
13. Schedule Next Meeting – 11-2-2016 @7:00pm pre-budget meeting
10-26-2016 @ 7:00pm
12-7-2016 @7:00pm budget vote/board meeting
14. Adjournment – 10:39 Natalia motions, Janet Seconds all in favor