

Park Place Villas Condominium Association, Inc.

Board of Directors Meeting

Monday, January 23, 2017 at 3:00 p.m.  
At the offices of Miller Management Services, Inc.  
2848 Proctor Road, Sarasota, FL 34231

MINUTES

1. Call to Order/Establish a quorum.
2. The January meeting was called to order at 3:00 pm. Present were Dean Planeaux, Steve VanDuzer, Jean Johnston, Johnnie Powell and Tony Pignataro. Debbie Miller of Miller Management Services was also present. Larry Robbins of Brown & Brown Insurance and Bonnie Planeaux were also present.

The minutes of the December 12, 2016 Board of Directors meeting were sent by email for review. Johnnie Powell made a motion to waive the reading of the minutes. Steve VanDuzer seconded the motion and the motion passed unanimously. Johnnie Powell made a motion to approve the minutes as presented. Steve VanDuzer seconded the motion and the motion passed unanimously.

Change of Agenda Order – Dean Planeaux made a motion to change the order of the Agenda so Larry Robbins could review the Insurance Renewal Coverages & Premiums and Deductibles. Johnnie Powell seconded the motion and the motion passed unanimously.

6. New Business

A. Insurance Deductible Election by Board of Directors

1. Review of Renewal Coverages & Premiums – Larry Robbins of Brown & Brown Insurance reviewed the Renewal Coverages & Premiums.

2. Current Deductions & Election by Board of Directors

3% Wind Deductible/3% Sinkhole Deductibles  
\$5,000 Deductible all other perils  
\$250 Crime Policy Deductible  
\$1,000 Equipment Breakdown  
\$1,000 D & O Insurance/Self-Insured Retention

Dean Planeaux made a motion to approve the Current Deductibles as presented by Larry Robbins. Johnnie Powell seconded the motion and the motion passed unanimously.

3. Other issues, if any/Signing of Applications – no other issues.

3. Financial Statement Review (Treasurer's Report)

A. The Treasurer's Report – Steve reviewed the Treasurer's Report.

Fees and Assessments for December 2016 were \$12,450. Total Expenses were \$12,328.  
Excess - year to date- Revenues were \$5,572. Total Reserves were \$59,130.

4. Committee Reports

A. Landscape Committee – Bonnie Planeaux – See attached.

- B. Document Amendment Committee – Steve VanDuzer. No report.
- C. Application Interview Committee – Jean Johnston – A meeting with the new owners of 3189 and 2 Board members will be scheduled.

5. Old Business:

- A. Property Maintenance Repairs/Projects
  - 1. Recessed area behind #3166 & between #3162 and lift station – no action at this time.
  - 2. Drainage Problem – 3101, 09, 13, 17. Dean and Steve met with Brian Sterling. Brian has picked up the original storm water runoff plans from Debbie to review.
  - 3. Others, if any. None at this time.

- B. Autumn of Sarasota – Dean will follow up on the plans with Mike Mehan.

C. Irrigation – Update

- 1. Pump Station – estimate from Earth Works \$900.
- 2. Doghouse – estimate from Earth Works \$850.

Tony got an estimate of \$200 from Richard Butler to do the work on the pump station and doghouse (shelter for the pump station). Richard has been given the work order approval to proceed.

- D. Owners Telephone Directory – Review -Debbie is working on updating the directory. Additions for the directory were discussed.

E. Fiscal Year End Planning – Update

- 1. Financial/Budget – Debbie has prepared a draft.
- 2. Change Annual Meeting date – March 27, 2017 – Dean Planeaux made a motion to change the annual meeting date from March 6, 2017 to March 27, 2017. Johnnie Powell seconded the motion and the motion passed unanimously. A notice will be sent to Owners on January 24, 2017.

6. New Business

B. Forms

- 1. Architectural Review Form – has been modified for information.
- 2. Maintenance Request Form – a new form was reviewed.

- C. Comcast Contract – is a 5 year contract and ends December 31, 2017. It is automatic renewal and can increase 4%/year.

- D. Any new business/Agenda items for next meeting
  - Tony reported that 3117 and 3125 need some roof tile repair. Lee Seward will be notified. The Annual Park Place Community Sale has been scheduled for March 11, 2017.
  - Roof cleaning estimates need to be added to the agenda for the February meeting.

- 7. Questions/Comments from Owners Attending - none at this time.



8. Schedule Next Meeting

The next scheduled meeting for the Board of Directors will be held on Monday, February 20, 2017 at 3:00 pm at the offices of Miller Management Services, Inc , 2848 Proctor Road, Sarasota, FL.

9. Adjournment

There being no further business of the Board of Directors at this time, Steve VanDuzer made a motion to adjourn the meeting. Tony Pignataro seconded the motion. The motion carried unanimously. The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Jean Johnston  
Secretary

12-31-16

Park Place Villas Condo Assoc.

31-Dec-16

75% of year

	Month	Year-to-Date	Annual Budget	% of Annual Budget
<b>Revenues</b>				
Fees and Assessments	12,450	119,460	159,100	75%
<b>Expenses</b>				
Administrative Costs	604	5,900	9,170	64%
Landscape management	2,981	30,167	42,952	70%
Repairs & Maintenance	2,765	16,143	22,111	73%
Services & Utilities	443	3,697	5,260	70%
Cable TV	1,028	9,249	12,400	75%
Pool Maintenance	200	2,719	4,866	56%
Insurance	4,167	37,503	51,005	74%
Misc. Fees & Expenses	140	410	536	76%
Reserves Transfers	<u>0</u>	<u>8,100</u>	<u>10,800</u>	<u>75%</u>
<b>Total Expenses</b>	<u>12,328</u>	<u>113,888</u>	<u>159,100</u>	<u>72%</u>
<b>Excess Revenues</b>	<u>122</u>	<u>5,572</u>	<u>0</u>	
<b>Reserves</b>				
Painting	3,000			
Roofing	34,712			
Paving	2,931			
Pool	5,023			
Fencing	1,725			
Unrestricted	6,934			
Interest	2,818			
Wind Mitigation	337			
Powerwash Roof	900			
Powerwash Villas	<u>750</u>			
<b>Total Reserves</b>	59,130			

Comments: This is the ninth month of the fiscal year which represents 75% of the year. YTD expenses were 72% of the annual budget which is slightly better than budget. We are running a surplus of \$5,572 to date.

## Landscape Committee Report

January 23, 2017

The Committee met on January 12, 2017

**Budget:** Expenses paid out during December 2016 leave a budget of \$2581 for the balance of the fiscal year ending 3/31/2017. These expense items were for providing mulch (20 bags) to refresh the landscape at the pool, and to finish clearing out an additional area of the west side of the lake.

**Projects:** The first phase of clearing out the Brazilian Pepper and other trunk and tree debris from the east side of the lake was done on January 16, 2017. The cost to do this phase was more than the approximated amount shown in the December Committee Report due to increased labor time by a half hour and two full truck load/dump fees. The project's total for Phase I will be available at the next Board Meeting. It's anticipated to be an additional \$120-\$130.

Along with further considerations for Phase II of the east side of lake, the Committee's objectives continue to be 1) accomplishing a certain number of small projects throughout the community, and 2) writing and sending out a newsletter (as indicated in the December report) by fiscal yearend.

Submitted by:

Bonnie Planeaux