

**PARK PLACE VILLAS CONDOMINIUM ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING**  
**Thursday, May 18, 2017 at 1p.m.**  
**At the offices of Sunstate Association Management Services Group**  
**5602 Marquesas Circle, Sarasota, Florida 34233**  
**CONFERENCE CALL**

**DRAFT MINUTES**

**CALL TO ORDER:** The meeting was called to order by Steve at 1pm.

**QUORUM:** A quorum was established with Glenn, Steve, Jean and Johnnie present. Also present was Nicole Banks of Sunstate Management.

**MINUTES: MOTION** made by Jean, seconded by Johnnie, to waive the reading of the April 24, 2017 Board Meeting Minutes and approve as presented. MOTION passed unanimously.

**UNFINISHED BUSINESS:**

- Gutter Cleaning- This has been completed on May 11<sup>th</sup>. Please note, when cleaning the gutters, no one walk on the roofs. Nicole will located and send the report from Lee regarding the roof inspection. Nicole is waiting to hear back from the county in regards to gutter requirements.
- Tree Trimming- John Brown Tree Service completed the tree trimming on May 12<sup>th</sup>.
- Annual Interior Pest Control Service – This was completed on May 11<sup>th</sup>. Units 3109 and 3101 are under warranty and will be treated for termites.

**NEW BUSINESS:**

- Roof Cleaning- Please note, no heavy equipment is to be on the roofs. Nicole will obtain three quotes on roof cleaning using bleach and water.
- Banking Change- MOTION made by Glenn, seconded by Johnnie to move the operating and reserve accounts from Bank of America to Stonegate Bank. MOTION passed unanimously.
- Lamp Posts- There are two that need to be replaced- 3166 and 3101.
- Nicole will send Board of Directors a sample policy for spending limits and authorization.
- 3166- The rear yard needs to be dirt filled.
- Website- This is actively being set up. As soon as it is live, I will send an email to owners.

**NEXT MEETING:** The next Board of Directors Meeting will be on Monday, June 12<sup>th</sup> at 1pm.

**ADJOURNMENT:** With no further business to discuss, Steve adjourned the meeting at 2:00pm.

Respectively Submitted,

*Nicole Banks*

Nicole Banks, CAM  
Sunstate Management  
For the Board of Directors