

The Village at Bentley Park Homeowners Association

HOA Board Meeting/Budget Workshop Minutes Sept. 24, 2024

Meeting Location	Ameri-Tech Community Management Office 24701 US Hwy 19 North Suite 102 Clearwater, FL 33763
Meeting Teleconference	virtually via Zoom link
Board Member Attendees	Tommy Mattingly, Robanne Ficco-DeBord, Joe Sproule, Peg Slater and Debbie Haddix
Board Member Absentees	none
Ameri-Tech Management Representatives	Ellyse Vosselmann, Property Manager Keith Phillips, Director of Training
Meeting - Called to Order/Adjourned	6:00 PM / 8:21 PM
Minutes Prepared By	Pam Easton

➤ **CALL TO ORDER** – The meeting was called to order by Ellyse Vosselmann at 6:00 PM.

➤ **PROOF OF NOTICE OF THE MEETING** – This meeting was noticed on Saturday by Pat Riccio.

➤ **QUORUM** – A Quorum was established with all five Board Members being present.

LAST MEETING MINUTES – Peg made a **MOTION** to approve and waive the reading of the meeting minutes of 7/23/24, 7/29/24, 8/5/24, 8/8/24, 8/20/24, 8/28, and 9/17. Tommy seconded, all in favor. Approval was unanimous, **MOTION PASSES.**

➤ **BUDGET WORKSHOP** – Joe shared his thoughts and guidelines that may help in preparing for the coming year's budget along with being representative of homeowner's priorities, needs and wants. Joe suggests that the Budget should be developed in such a manner in order to avoid special assessments and to potentially incorporate cost-effective services that will help homeowners and indirectly enhance the property's curb appeal. Additionally, a plan needs to be put into place to systematically work on priorities that need to be repaired or action taken.

Keith provided a breakdown and included in the budget what has been spent thus far, increases in contract costs and illustrates how expenses have exceeded much more than the 7% cap. Keith indicated that he kept the numbers as tight as possible because there is a large fee increase already. A review was done of each line item including the renewed contract costs. The previous Board has already renewed the contracts for Lawn, Irrigation, Pest Control and Cable. Ellyse will obtain the contracts with the renewal/expiration dates for a determination if there is a potential to break a contract so that the new board can solicit bids for review and cost effectiveness.

Trees are the biggest issue in the community. Tommy has gone to the courthouse and is closer to locating the property survey. Ellyse advised she has a small number of surveys.

The sprinkler water usage should not be affected because there are three different wells, however, rain gauges will be looked into.

Joe suggests a dialogue that provides an understanding of what has driven these higher costs. Joe will compose an explanation write up along with bullet points highlighting the benefits such as no receivership, fully insured, extra funds potentially to complete projects like tree trimming, sidewalk

repair, community improvements, and fully covered reserves. Additionally, to point out the existing benefits that the community already has that are expensive such as water, lawn mowing, garbage collection, cable TV and internet. Ellyse advises to include within the write-up that the information has been posted on the website under the Residence login stating that as per our Budget Workshop, the Board has met and this is a Preliminary Budget online for homeowners to review. A Town Hall will be held for discussion with the membership prior to the Annual Meeting. Any documentation to be included for the Annual Meeting on 11/18 must be mailed out by 10/17 (30 days prior).

Robanne requested that the New Board be furnished with each individual's responsibilities and role on the Board. Ellyse states that the Treasurer gets the monthly reports and it is Robanne's responsibility to review. The financials are sent to the entire board and questions can be forwarded to the Treasurer. Any questions would be disseminated at the next board meeting. The Secretary would take the minutes, but Pam has agreed to take the minutes for Joe. Generally, Ellyse just communicates with the President.

➤ **EXPIRED CONTRACTS** – This topic has already been covered but Ellyse will send what she has and will get the renewal dates.

➤ **PROPERTY SURVEYS** – Ellyse advised that she has some surveys but not everyone has a survey. A homeowner is not required to have a survey, the only way to make it a survey requirement is by amending the documents.

➤ **AUDIT REVIEW** – Ellyse advised that it needs to be signed and sent back. Joe indicates that it is not meaningful with just numbers, it needs to include what the Findings and Recommendations are. Ellyse will follow-up.

➤ **RESIDENT REQUEST FOR REPAIRS** – the Board will come up with a process.

➤ **2025 CALENDAR** – this should be done during the organizational meeting because there may be new board members. Currently, there are board meetings every other month. The next meeting is 11/18 and after that the dates can be set up. Typically, there is a meeting in Jan, Mar, June, two in Sept (the budget workshop and a board meeting) and then the Annual meeting held in November.

Suggestions made included having social gatherings in the cabana, fun activities in the park or a community fund-raising drive. The community can do these types of things by providing the information to Ellyse and she will post it. At least a two-week notice is needed for reserving the cabana. Suggestion was made to have town halls or workshops held at the cabana so homeowners can voice concerns or ask questions.

➤ **OPEN FORUM** – Lloyd provided an observation to reduce the budget allocation to palm trees and landscaping by \$2,000 each. A homeowner asked about the steps being taken to ensure properties are being maintained; usually letters that go out are enough to get action taken; Bob asked where the plot of the original layout is as it is critical for determining property lines and should be kept with the Property Manager. Keith will check into it with the previous property manager.

➤ **ADJOURNMENT**

Ellyse made **MOTION** to adjourn the meeting at 8:21 pm.