

The Village at Bentley Park Homeowners Association

HOA Board Meeting Minutes January 28, 2025

Meeting Location	Ameri-Tech Community Management Office
Board Member Attendees	Tommy Mattingly, Bob O'Connell, Joe Sproule and Pam Easton
Board Member Absentees	None
Ameri-Tech Management Representative	Ellyse Vosselmann, Property Manager
Certified Public Accountant	Thomas Edward Page, Page & Company
Meeting - Called to Order/Adjourned	5:11 PM / 8:25 PM
Minutes Prepared By	Pam Easton
Next Meeting	February, 25, 2025 06:00 PM

➤ **CALL TO ORDER** – The meeting was called to order by Ellyse at 5:11 PM.

➤ **PROOF OF NOTICE OF THE MEETING** –The Notice and Agenda was properly posted on the property's Bulletin board with 48-hour in advance notification and an email with the meeting link was also sent out.

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

➤ **AUDIT DISCUSSION/FINDINGS** – An overview was provided by Eddie Page, the CPA, by going over the Trial Balance, Cash Analysis, Prepaid Expense, Accounts Payable, Maintenance fees and special assessments that assists in creating the audit and can be used as a roadmap to determine where the audit numbers come from.

Additionally, the CPA went over the audit details and in its report, provides the opinion, that as of 12/31/23, the results of operations and cash flows for the year ended in conformity with accounting principles generally accepted in the United States of America.

The CPA presentation concluded at 6:11 pm.

➤ **MINUTES** – Approve or Waive Reading of Meeting Minutes (9/24, 10/14, 11/18 Organizational, 11/18 Annual/Budget and 12/17.) The minutes from 12/17 will be moved to the next board meeting agenda. Joe made a **MOTION** to approve and waive the reading of the board meeting minutes from 9/24, 10/14, 11/18 Organizational Meeting and 11/18 Annual and Budget. All were in favor. Approval was unanimous, **MOTION** carried.

➤ **TREASURER'S REPORT** – Joe provided an overview indicating that a meeting was held on 1/13 with two finance individuals from AmeriTech to determine where we stood as of 12/31/24. Generally, it was a positive outcome and indicated that we are in a good position going forward. Currently, in 2025, there are 39 delinquent accounts. Joe spoke to the Insurance Broker and in general, it looks like a positive situation for us financially.

➤ **MANAGER'S REPORT** – To-date, the Operating account has \$147,595.57. The Reserve account has \$76,204.93.

Collections:

- a. There are four accounts with the attorney that are in collection. Ellyse will clarify with the attorney

if a foreclosure can proceed on Unit 2411. If the attorney says it is okay, then Tommy made a **MOTION** to proceed with the foreclosure, All in Favor. Approval was unanimous, **MOTION** carried.

- b. There are 9 accounts that are 90+ days delinquent. There are 28 accounts that owe the \$300 special assessment. After 90+ days, these accounts for 2660, 2514, 2366, 2435, 2570 and 2478 went to the attorney, received a pre-lien letter and now a lien can be instituted (no further decision was made by the Board as to proceed with a lien or not).

Community Updates:

- a. **Community walks:** continue for compliance. Ellyse advised while doing a violation, had another run in with a homeowner, this is the second time. He was extremely abusive, so the police were called. This is the same individual that Bob mentions to stay away from. As agreed, Pam will forward to the Board, the details regarding the initial incident so that all board members are aware.
- b. **Based on the new rules and regulations:** some policies need to be addressed such as retention of record keeping policy, hurricane protection policies and fining which will need to be posted to the website. It can be drafted by the Board simply by reviewing the Florida Statutes. Once completed, it can be reviewed by the attorney for accuracy.
- c. **Sprinkler/Landscaping:** Homeowners with sprinkler issues and landscapers have been addressed
- d. **Surveys:** Letter was sent out for homeowners to provide surveys and some have been received. Pam will reach out to Ellyse's admin to compile a list of the surveys on hand.
- e. **Palm Trees:** a review of the community will be done to determine where the palm trees are, whether they are on community property or homeowners' property. Ellyse requested a vote to accept Bay to Bay's quote for \$40 per tree and then we will count the palms to receive a further quote. Bob made a **MOTION** to accept the proposal, Tommy second, All in Favor. Approval was unanimous, **MOTION** carried.
- f. **Fence:** a quote of \$7,142.00 was provided by Fence Factory. Bob made a **MOTION** to move forward with getting bids, Tommy second, Joe third. This motion is to obtain three (3) bids and then a Vote will be made as to whether to proceed or not with putting the fence in. It will also need to be determined where the money is going to come from.
- g. **Carport:** A carport insurance check was received for \$13,320.37. Three vendors came and only one gave a quote. The other two said it would need full replacement. Tommy made a **MOTION** to repair the two smaller repairs regarding Units 2566, 2626, 2628 and Units 2359 and 2357 for a total cost of \$1,150. The ayes have it, All in Favor. Approval was unanimous, **MOTION** carried. The bid for the main carport came in. Tommy made a **MOTION** to vote favorably for \$16,000.00 if it covers repair of both roof panels, Pam second, All in Favor. Approval was unanimous, **MOTION** carried. Ellyse will obtain confirmation if it is \$16K or \$32K and advise further.
- h. **Sidewalk Repair:** Bob made a **MOTION** to not proceed with the repair at 2411, Tommy second, All in Favor.

➤ PRESIDENT'S REPORT –

- a. **Triangle area:** one of the triangle areas sits near the school behind where I live in the pink section. As a result of homeowner's inquiry, the attorney Aaron provided an aerial depiction of this triangle area and advised that it is not the property of the Village at Bentley Park or the Hamlets, but rather belongs to Pinellas County where Carwise Middle School sits. Tommy advises that The Bentley Park Community Association has offered, on a quarterly basis, to trim trees and to clean it up a little bit. Ellyse advised that she did not ask about tree trimming but said that he would clean it up and he is not going to charge us for any kind of cleaning up or mowing.

- b. DRC: concrete guidelines and criteria needs to be established because we have a new alteration request for doors and do not know how to address it. Tommy needs to be at least one signer on the alteration approval request form. All incoming DRC email requests will begin with “DRC” and includes the Unit Number. We also need to motivate people to join the DRC and other committees.
- c. Committee Volunteers: Through talking to our neighbors, we are going to solicit potential volunteers and let them know that the duties are going to be easier. If someone is interested, they should email Ellyse.
- d. Finance Committee: there are 3 people who submitted interest in being on the Finance Committee: Seless E. with assistance from Carol K. and Lloyd J. Tommy made a **MOTION** to accept these 3 people to the Finance Committee, Pam second, All in Favor. Approval was unanimous, **MOTION** carried. As per Ellyse, the finance committee does not have access to the full financial reports. At a request from Seless, Ellyse can continue to send the reports to her.
- e. Online Alteration Application: can an alteration application be approved online rather than the physical process of printing, signing and scanning them back to management? Yes, download the application, export it to a Pdf and then there is an edit pencil that says Sign, and you put your signature on there, and it's there forever and ever. Pam will follow up with Ellyse if help is needed with this process.
- f. Communication/Social: draft job description for these committees. Joe and Pam will get together to compose a write-up.

► COMMITTEE REPORTS

- a. Architectural Request
 - i. 2387 Bentley Drive – Roof, approved 11/2024
 - ii. 2591 Bentley Drive – Window Replacement, approved 11/2024
 - iii. 2386 Bentley Drive – Roof, approved 11/2024
 - iv. 2461 Bentley Drive – Window Replacement, approved 11/2024
 - v. 2423 Bentley Drive – Window Replacement, approved 1/2025
 - vi. 2419 Bentley Drive – Window Replacement, approved 1/2025
 - vii. 2373 Bentley Drive – Window Replacement, pending one further approval
- b. Compliance
 - i. Nothing to report

► NEW BUSINESS

- a. Determine guideline procedures for DRC – discussed above.
- b. Outline Board Members roles and expectations – community walkthroughs established
- c. Schedule Community walkthroughs – established for every 3rd Thursday at 2:15 pm. This communication will be posted on the website
- d. Village at Bentley triangle land question – determined land belongs to Pinellas County
- e. Proposed timeline for development of 2026 operational budget – Joe provided a draft that would be useful for the finance committee and would like board feedback
- f. Vote/Nominate on recent incoming committee request – voted Finance Committee in
- g. Process for identification, selection and appointment of committee members and board vacancy – anyone who is interested, will send an email to Ellyse and she will forward the interest to the board
- h. Draft of job description for Communication and Social Committee – Joe and Pam will compose descriptions to be reviewed by the board
- i. Procedure for approval of proposed property renovations – criteria will need to be established

► UNFINISHED BUSINESS

- a. Comprehensive, multi-year plan for tree-trimming – the first step is to have Bay to Bay attend the walkthrough scheduled for the 3rd Thursday at 2:15 pm.
- b. Replacement of fence at NE end of property, obtain pressure washing quotes – to be determined, first step is to obtain 3 bids
- c. Results from the invoice from the prior attorney from 7/15/24 for common property– this is in regards to the triangle land question
- d. Contract Renewal Dates– Joe provided a summary along with copies of some of the contracts
- e. Texting Capability – is not able to be achieved

➤ **OTHER BOARD MEMBER DISCUSSION**

- a. Gutter cleaning – Pam to forward contact information

➤ **OPEN FORUM**

- a. No questions were presented

➤ **ADJOURNMENT**

Ellyse made a motion to adjourn the meeting at 8:25 PM. All in Favor