

The Village at Bentley Park Homeowners Association

HOA Board Meeting Minutes

March 25, 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
Meeting - Called to Order/Adjourned	6:07 PM / 8:31 PM
Minutes Prepared By	Pam Easton
Next Meeting	April 22, 2025 06:00 PM

Before commencement of the meeting, Ellyse provided information from executive updates regarding rules and regulations. Per Florida statute, Board meetings are for Board discussion and votes only, it is not a members meeting. Each homeowner can make comments at the end of the meeting and the board can choose to discuss or simply say thank you for your comments. The Board can also indicate that the comment will be taken under advisement. There can also be a time limit put in place on how long the homeowner can speak. It is up to the board, if they want to have discussion. Generally, even if it's not on the agenda, a homeowner can bring up an issue.

➤ **CALL TO ORDER** – The meeting was called to order by Tommy at 6:07 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 has been established with four Board Members being present.

➤ **MINUTES** – Approve or Waive reading of Board of Director Meeting Minutes from 02/25/25. Tommy made a **MOTION** to approve and waive the reading of the board meeting minutes, Bob seconded, All were in favor. Approval was unanimous, **MOTION** carried.

➤ **TREASURER'S REPORT** – Joe indicated that in regards to the month of February, we are tracking our expenses and for the month of February, it is consistent with our budget. Year-to-date, which is two months, we are off-track a little bit but it is a minor amount. It seems to go back to the insurance line, the actual is trailing in excess of the budget by \$3,000 dollars per month. The understanding is that there is an explanation for that and there may not be cause for concern. The question was raised as to whether the \$3,000 per month would continue.

The Insurance is a 10-month contract and if we budgeted \$39,000 for the whole year, then there would be two months worth of money left over at the end. Ellyse stated that if it was spread over 12 months instead of 10 months, then we under budgeted per month. However, we will still be collecting the funds but will not get a bill for the last two months. Ellyse indicated that she will retrieve the finance agreement in order to look into this further.

Joe also indicated that the Finance Committee has been reviewing the contracts and trying to understand the scope of the contracts, get some sense of what we can do to modify them. The purpose is to contain

expenses while improving service. The Finance Committee will be meeting with the insurance broker, Kristen Recore tomorrow.

► MANAGER'S REPORT –

Ellyse noted that in the Treasurers Report the Operating Balance shows as \$160,520.27 and the Reserves Balance shows as \$85,444.59. A review of the end of the year statement that shows the Reserve Balance at \$53,723 will be compared up to the current period, in order to reconcile why there would be a reported balance of \$85,444.59.

Collections:

- a. There are three accounts with the attorney that are in collection.
- b. At the last meeting it was requested to proceed with a lien on 2366, 2570 and 2362 and that is currently in process.
- c. There are 7 accounts that are 90+ days delinquent and some are from the 2024 Special Assessment. They are not huge numbers but altogether amounts to \$7,000.00 and Ellyse is asking if the Board wants to send them to the attorney.
 - a. Unit 2660 owes maintenance and 2024 Assessment totaling \$2,000.00. As long as the delinquency letters have gone out then, Tommy made a **MOTION** to approve sending to the attorney, Bob seconded, All in Favor. **MOTION** carried.
 - b. It will be determined if the remaining six accounts have received delinquency letters and if they have, Ellyse will do her best in telephoning the owners to inform them that the next step would be sending it to the attorney.

Community Updates:

- a. Community walks – continue
- b. Website – continues to be updated
- c. Fence – Acquired four fence proposals up to now. The one that we voted on has not given the information about his survey, therefore, unable to do anything with it. Two more proposals have been received and one states that a survey is not needed but is a thousand more. Ellyse will email the previous attorney because supposedly the entire property was surveyed and since the fence was built not that long ago, may have the survey for when it was built.
- d. Carport – the carports have been fixed, except for the main one. Two proposals were received, but one does not want to do it anymore, therefore this is the only one to chose from. We have to decide if we should go with him and decide how to pay for it.
- e. Sidewalk Repair – reviewed the sidewalks and waiting on a separate quote for the Village because the BPCA was included. It was reasonable, to fix all 5 is \$3,000.00. Ellyse recommends we vote to pay an amount not to exceed \$3,000 so this can be acted upon. The funds will be taken out of general building maintenance. Bob made the **MOTION** to proceed with the sidewalk repair of the four sites identified during the community walkthrough, Tommy seconded, All in Favor. **MOTION** carried.
- f. Sprinkler Issues – continue to be addressed
- g. Quotes Received – Fence Factory, Fence Outlet, Affordable Work Orders and XTrim for gutter cleaning which will be discussed during the agenda item.

► PRESIDENT'S REPORT –

- a. Updates – Nothing to report because we all have been informed and aware of what is going on

- b. DRC Updates – guidelines have been put into print. There still needs to be some work on windows but it has been determined that there will be very little variation in windows. All windows must have the grids with the only exception being the current five in the community that will be grandfathered in. Bob mentions that it is important to have guidelines and rules in order to maintain the uniformity within the community. Pam indicates that there are no guidelines regarding the front door of a screened in vestibule. After discussion, a notation will be made that screen doors should be replaced exactly as they were, or as close as possible for uniformity purposes. Pam will send an update for approval prior to requesting that the DRC guidelines are posted to the website to assist with community guidance. Question raised that in terms of applications for the DRC, if there are 2 of us sending in approvals, then that is good enough for Ellyse to proceed, and she confirmed that it is.
- c. Community Emails – emails are received by anyone who is in the sync system and subscribed to AmeriTech's email blast. Every year in the annual meeting packet, an emergency contact information sheet is included and if the email information is included, then it gets uploaded to the sync system. Also, if you on the website, there's an area in there that allows for subscribing to email blasts. At the next meeting at the cabana, handouts will also be provided.

► COMMITTEE REPORTS

- a. Architectural Request
 - i. 2628 Bentley Drive – Exterior Paint, approved
 - ii. 2366 Bentley Drive – Roof Replacement, approved
 - iii. 2407 Bentley Drive – Window Replacement, approved
 - iv. 2634 Bentley Drive – Window Replacement, approved
- b. Compliance
 - i. During the community walkthrough, Ellyse sent violation notices for the basketball court, railroad ties that are behind a unit, if they're still there next time, then a letter will be sent. A screen is still not fixed, paint job is still not done, but says he's going to be doing it. Other violations were sent to clean their roofs, paint their house or clean the mold off their house. Bob advised that they took the tire off of the hanging rope but the rope is still wrapped around the tree.

► NEW BUSINESS

- a. Board members roles and responsibilities – are very vague but can be looked up via Fla. Statutes 720. Ellyse stated that basically the President, he's the CEO. It was agreed to expedite small monetary requests that Ellyse can approve items up to \$1000 without Board approval, items up to \$3000 would require Ellyse and Tommy's approval and anything over \$3000 would require approval from the entire Board.

Pam wanted this agenda item added in order to address having the necessary processes in place for when there is an opportunity to take the lead on a project or not, and being involved in a project or not.
Project Prioritization, project designation determination – going forward, if there is a project, everyone should have the opportunity to express interest in taking the lead or being part of the project.
- b. Communications with Vendors – it was stated that communications with vendors will be for the purposes of reviewing contracts and that negotiations will not be part of the finance committee's role.
- c. Carport (new Proposal received) – Lincoln Welding and it is the only proposal that will do it. We need to move on this. Insurance provided \$13,000. The Carport is a double carport, the top piece has to be 40 x 50 on one (\$14,000.00) and 40 x 90 on the other (\$19,000.00) for a total of \$33,000.00. The funds will come out of the reserves. Tommy made a **MOTION** to approve, Joe seconded, All in Favor. **MOTION** carried

- d. 2025 Audit engagement letter to be signed – the engagement letter to engage Paige to do the 2024 audit was printed off and Tommy provided his signature. The audit takes 6 to 8 months for compilation after the taxes are filed.
- e. Tree Maintenance Plan and Discussion of Survey Property Lines – discussion has already been done. However, the starting point will be the Bay to Bay list.
- f. Communication of Property Management Meetings with Board Members – it was indicated that there are no planned meetings with board members. Of course, if a Board member happens to run into Ellyse while she is on property with a vendor, this could occur but it is not a planned meeting.
- g. Status of Surveys completed – there are approximately 30 surveys on file with Ameritech and three more have been requested. There are approximately 12 surveys that Pam has in total and some are related to the tree hazards. The list will be compared against the surveys we already have and homeowners doors will be knocked on in an effort to get those.
- h. Mailbox Updates – It started off with one bad mailbox and ended up with four. To the best of Bob's knowledge, the original complaint of the first one is still not fixed. One was fixed in the green section and two in the pink section. The one in the pink section with the white tag is still not fixed. The Post Office in Palm Harbor doesn't fix post office boxes, they take note and send it to the Post Office in Tampa where they take control of it. In the last ten days, Tampa has put up a refurbished one in the green and pink section. At this time, we're just waiting for Tampa to fix it.
- i. Painting/Stripping the parking spaces with unit numbers – the initial thought was to accomplish this with volunteers. However, after determining the cost of supplies, it would be over \$2,000 and would be a temporary fix. Spending money on striping would not be worth it since down the road, it would have to be oiled and sealed again. A few years ago the sealing and striping was done by All Phase, approximately five years ago for \$10,900. The Board has not made any decisions as to whether this project would be implemented or completed, or how it would be funded. Ellyse stated that for safety reasons, it needs to be done, however, no decisions were made.
- j. Insurance costs related to lawsuits – Joe inquired if the legal costs relative to a lawsuit gets folded into our insurance as it relates to communication between our attorney and the insurance company. Ellyse advised she recently had a Zoom meeting and has not received a bill.

► UNFINISHED BUSINESS

- a. DRC Revised Guidelines (accept or revise further) – a further input will be provided to include guidelines for screen doors. Once approved by the Board, it will be uploaded to the website.
- b. Fence Installation and another Estimate – Ellyse received a further quote that is a \$1,000 more. However, she has not heard back but placed another call into Fence Factory. Ellyse will possibly rescind the offer and go with Florida Fence instead. Also, someone needs to be hired (or volunteer) to clear the vegetation away from the fence. It was suggested to have the Property Manager from the Hamlets send a letter to the owners on the other side of the fence. Once Ellyse finds out the necessary information, she will post a Zoom Meeting with just this on the agenda, just to approve one vendor over the other.
- c. 2586 – Tree Trimming request (homeowner to be updated) – homeowner has been informed. This trimming will not be a one off but will be included with the list.
- d. Gutter Update – it was agreed to move forward with XTrim for pressure washing the carports. Pam raised her hand to coordinate volunteers to clean just the sides of the structure to remove the algae.

- e. Pressure Washing community sidewalks –this will be tabled at this time
- f. Sidewalk Repairs – addressed during the Managers report
- g. Palm Tree trimming – Pam has expressed several times that she wants to see the exact list of Palm Trees because there are definitely some that belong to the homeowner and not the HOA. Ellyse suggests that Pam be included to walk with him when he's ready to identify them, because he just walked on his own counting the palm trees, and counted 36. Bob indicated that a worklist would be provided by the end of the week or this weekend.
- h. Use of reserve funds for payment of carports – addressed under New Business, item e.

➤ **OTHER BOARD MEMBER DISCUSSION**

- a. Nothing to report

➤ **OPEN FORUM**

- a. Nothing to report

➤ **ADJOURNMENT⁵**

Tommy made a **MOTION** to adjourn the meeting at 8:31 pm, Pam seconded, All in Favor. **MOTION** carried.