

AVERY PARK HOMEOWNER'S ASSOCIATION BOARD OF DIRECTOR'S MEETING MINUTES

Tuesday, July 19, 2022
The Savoy -- 80 Michael Blake Blvd
Winter Springs, FL 32708

President Christina Higley called the meeting to order at 7:02 PM.

ATTENDANCE

Directors:

- Christina Higley, Danny Kavanaugh, Lara Mangiarelli, Josh Hogan, Michele Marino

Top Notch Management:

- Marilyn Vince, Gasner Guerrier, Lisa Moore

Committee members:

- Rebekah Dossett - ARB
- Bill & Karen Bishop - Retention Pond
- Brad Carlson - Website
- J.D. Thoms - Grounds

Members in Attendance:

- | | | |
|----------------------------|---------------------|------------------------|
| - Ken Pastore | - John Thomson | - Mark Erickson |
| - Gary Oroian | - Tony Dossett | - Sam & Heather Miller |
| - Dawn Tinder | - Phil Karr | - John & Kathy Tracy |
| - Pam Thoms | - Bruno Mangiarelli | - Jean Versino |
| - Mary Jo Klausing | - Greta Olson | - Bryn Higley |
| - Steve & Jeannette Sanger | | |

FINANCIAL REPORT

- Josh Hogan presented the financial report from Mark Management for June 2022.
Accepted as reported.

COMMITTEE REPORTS

Top Notch Management requested the committees to coordinate with Top Notch if they obtain a request for repairs or bids. Committee chair was requested by Top Notch to provide a copy to them for the communities' records. Also, if there is a need to change current vendors Top Notch requested they were contacted to coordinate obtaining signed contracts. It was emphasized that it is important to have communications between the committees, Board, and the management company moving forward.

ARB:

Rebekah Dossett reported:

- Only one request was received to add gutters.
- Received Mailbox ARB Amendment 9 from Mark Management. A motion was made by Michele Marino, 2nd by Christina Higley to rewrite the amendment to include as options both the original Pony Express mailbox and the Gibraltar option details and remove reference to where to purchase it at Lowes.
- Board requested to Brad Carlson to add the two options to the Avery Park website including availability thru vendors. Appropriate information will be sent to Brad to post.
- It was brought to Top Notch's attention that they need to update the ARB request forms with Top Notch's address.

CLOCK:

- Nothing to report.

GROUNDS:

- Nothing to report.

RETENTION POND:

- Bill Bishop discussed ongoing issues with pond and communications with Solitude.
- Bill notified the board that Always Mowing was instructed by Bill Bishop and JD Thoms to not mow the edge around the pond to try and prevent grass clippings from contaminating the pond per the pond company's recommendation.
- Board let Bill know that Top Notch and the board were never made aware of this and that the grass had not been cut for over a month. Bill said Mark Management was aware of this.
- Top Notch mentioned there had been numerous complaints about the unkempt grass and the fact that it was now dying around the entire pond emphasizing importance of committees staying in communication with management company.
- It was mentioned that Solitude sprayed around pond to kill vegetation and that was what was most likely killing the grass around the pond.
- Board and Top Notch asked that the lawn be cut and cleaned up as it was unsightly.
- Bill Bishop, current committee chair resigned from the committee via email prior to the July meeting and confirmed that indeed he felt it was time for him to move on. The board thanked Mr. and Mrs. Bishop for their years of overseeing the retention pond.
- Christina Higley suggested Bryn Higley take over the pond committee as he is already picking up trash around the lake with the pond committee and he accepted. Board approved.

ENTRY GATE & POOL:

- Professional Pool Service, current pool company was terminated. It was found they were falsifying records for months regarding the chemical levels in pool that are kept for county health department. Chlorine, PH, phosphate, and calcium levels were found to be extremely high in pool and chlorine and PH could pose a risk to swimmers.
- Emergency pool service was brought in to correct the high chemical levels to make the pool safe for swimming again.
- Resort Pools conducted emergency servicing of the pool for three weeks while a new vendor was selected.
- Clarity Pools was selected from six quotes obtained as the new pool vendor with board approval.
- Resort pools and Clarity Pools provided quotes for repairs needed on the pool. Numerous repairs were needed to the pit/drains, skimmers, circulation/filtration system, electrical boxes, etc.
- Michele Marino made motion to accept Clarity Pools repair quote except for item 1 and item 3 (pending additional quotes). Danny Kavanaugh 2nd motion, motion carried.
- Board along with residents discussed safety of community pool due to filtration/circulation issues currently identified in pool. Upon further discussion and in an abundance of caution, board made the decision to close the pool until Clarity Pools could get the pool working correctly for health and safety reasons.
- Request was made to Top Notch by Christina Higley to send email to all residents advising them of temporary pool closure and to call Corey at Clarity Pools ASAP to start work on repairs that week.

- Homeowners with pool party scheduled for Saturday July 23rd will be notified by Christina Higley as it may affect their pool reservation and ability for guests to swim.

FENCE/GAZEBO/PLAYGROUND:

- Tony Dossett has a temporary fix for the rusted playground equipment. He will purchase and make the repair.

SOCIAL:

- July 4th event was largest event yet. 80+ residents attended.
- Committee is currently looking for volunteers to take on coordinating future events including the Adult Social Hour in October. Please contact Lara Mangiarelli or Christina Higley if you are interested.
- Christina shared a big thank you to Courtney Kavanaugh who had volunteered to lead the Halloween and Gingerbread events for the kids.

NEWSLETTER:

- The Summer Newsletter is posted and has lots of pictures from the latest events. This is a quarterly newsletter and the next one will be published in the Fall.
- Michele Marino would like to hear from residents and know from the community what they would like to see in the newsletter.

WELCOME:

- Nothing to report.

WEBSITE:

- Christina Higley made introduction of Brad Carlson to Top Notch and said they would be working together to update the website.

COVENANT COMPLIANCE:

- Covenant Compliance will resume in August. It will be conducted by Top Notch. The 3rd party vendor previously used has been terminated when community parted ways with Mark Management.
- Process for advising homeowners of violations is 1st letter, 2nd letter, and final follow up with fining committee was discussed in great detail with community members in attendance.
- With Top Notch's new online portal, residents will be able to view their violations online and see pictures of exactly what the violations entail. Board is hoping this will create better transparency and alleviate a lot of the covenant compliance confusion and frustration that took place with Mark Management.

COMPLAINTS:

- Nothing to report.

OLD BUSINESS:

- **Installing electrical outlets at the front entrance:** On hold due to other more pressing issues.
- **Storm drain cleaning:** Has been completed and community is waiting on quotes for repairs. Board received an extensive report as well as 3 DVDs from American Inline. Top Notch will solicit competitive quotes on suggested repairs, but there seemed to be a few areas of concern needing immediate attention.
- **Revised quotes to repave road:** On hold pending outcome of storm drain repairs. Board also requested to Top Notch their help in this process as they felt they needed a clearer understanding of repaving options and assistance working through bid process as this will be the largest project completed at Avery Park to date.

- **Bench and picnic table:** Bench quotes for by pond have been received and Christina Higley mentioned she wants to move on getting them replaced as this was approved last year in budget. They are in major need as they are showing their age and are full of rust. Picnic tables at pool are also in need of replacement and quotes need to be obtained. Board would like to review bench quotes and get them replaced in 2022. They also asked to obtain quotes for pool picnic tables and budget them for 2023.

- **2 Pedestrian gates:** Key lock broken on gate adjacent to playground. Obtaining quote to repair. Suggestion to replace key locks with number pads previously entertained however quote to replace was very high. This option will be explored again in the future, but for now lock needs repair.

- **Restrooms:** Replacement to hand towel, toilet paper dispensers, and facets complete.

- **Internet for cameras:** Seeking additional quotes for install of internet at pool area to access camera footage remotely and store footage on the cloud.

OPEN DISCUSSION:

- Top Notch was requested to conduct a Reserve Study as there seems to be some concerns with the amount of repairs needing to be made and the cost versus what is currently in reserves. Top Notch is going to get quotes to do so.

- Christina Higley mentioned how the pond fountain company sent an email to the management company with pictures of fountain heads in bad condition. The pond fountain company stated it would need to be replaced sooner than later and that they estimated the cost to be \$14,000 to \$17,000 but pond fountain reserve was roughly \$1,200.00. Stated she felt the reserve study was beyond necessary as there were also concerns regarding the upcoming roadway costs versus what was saved in reserves.

- Board requested that 2023 Budget process begin in September in order to fully vet upcoming community projects and needs. Josh Hogan mentioned how in the past Mark Management would say they would budget for something and then it never seemed to make it in the budget. Moving forward board wants to be able to budget repairs that are needed and actually have the money to make them happen.

- Community is in need of volunteers for committees and looking to involve new faces as many new residents have moved in.

- Phil Karr mentioned that he fixed the fence that was hit in the back alleyway by Balfour by a delivery truck as he is scared of dogs that live on neighboring property. Christina Higley explained Mark Management had been working with Ashley Furniture to have repair made and thanked Phil for so kindly doing that.

- Dawn Tinder requested consideration of installing a Dog Park. This was previously discussed by the board and voted down. However, the board will revisit this request.

NEXT BOARD MEETING:

August 16, 2022, 7:00pm at Savoy, 80 Michael Blake Blvd., Winter Springs FL 32708.

ADJOURNMENT:

- Danny Kavanaugh made motion to adjourn the meeting at 8:44pm, seconded by Lara Mangiarelli.

Respectfully Submitted,

Lisa Moore
Top Notch Management