

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

Tuesday, September 20, 2022

Virtual Meeting via Zoom

President Christina Higley called the meeting to order at 7:01 pm.

ATTENDANCE

Directors:

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

Management Company:

- Marilyn Vince, Gasner Guerrier, Lisa Moore, Rachel Lewis

Committee Chairs:

ARB - Rebekah Dossett

Welcome – Caroline Burchett

Website – Brad Carlson

COMMUNITY MEMBERS IN ATTENDANCE:

Mary Rinaldi

Greta Olsen

Dawn Tinder

Mark Erickson

Gary Oroian

Louis Eyermann

Harry Timmons

FINANCIAL REPORT

Josh Hogan presented the financial report from Top Notch for August 2022. Accepted as reported.

Rebekah Dossett asked if financials can be posted monthly to resident portal. She mentioned that June 2022 was posted, but not July. Marilyn Vince said it would be posted. Christina asked why it hadn't been posted and Marilyn said she would look into it.

COMMITTEE REPORTS

ARB: Nothing new to report from Rebekah.

Christina mentioned that the Sherwin Williams representative sent an online link that showed all the current colors approved by the ARB and also updated some of the color names to match colors that no longer exist or are not part of the Sherwin Williams line of colors. Christina requested that Lisa from Top Notch send this to the ARB committee to look at and approve. Lara asked if there were any new colors added for variety such as greens and blues and Christina mentioned there were some new options added and asked the ARB to review.

CLOCK: Nothing to report.

GROUNDS: Nothing to report.

RETENTION POND: Algae looks better at the pond. Nothing new to report.

ENTRY GATE & POOL: Pool company notified board that parts are in to complete pool repairs and will reach out to schedule repairs. Electrical work for the pool was approved to raise boxes. Lisa stated that the repairs had been done by the electrician. Christina stated that someone needs to check the work before the invoice is paid. Lisa stated she wasn't aware that someone needed to look at it and the electrician said the work was completed. Christina stated that someone needs to lay eyes on work that contractors complete before invoices are paid. Christina requested that Top Notch send a note when they learn work has been completed by any contractor before invoices are paid.

FENCE/GAZEBO/PLAYGROUND: Nothing to report.

SOCIAL: Courtney Kavanaugh is going to be coordinating the Halloween party and Gingerbread building party. A special thanks to her. There has been no interest for adult social – event cancelled.

NEWSLETTER: Michele Marino has been working on the fall newsletter. Michele requested that the social committee information be sent to her and if anyone has any additional information they would like added to please send it to her. Hoping to post it to website and send it out via email by end of week.

WELCOME: Welcome baskets delivered to 318 and 423.

WEBSITE: Nothing to report.

COVENANT COMPLIANCE: Christina asked Top Notch to send an email out to community regarding grass debris and trimmings to remind residents that they need to be bagged and cleaned up, not blown into the roads or sidewalks as they become a mess and slippery. Lisa stated she will send an email out.

Christina stated a resident approached her while out in community and they felt the covenant compliance was unfair in regard to giving people enough time to complete work. Christina wanted to remind residents that 14 days is a goal to fix a covenant compliance issue, but if there is an issue meeting the 14 days just let Top Notch know what the situation is.

Another resident did ask for an extension on work needing to be done and did not hear back from Top Notch. Christina asked Top Notch if they are responding back in writing or how residents will know they have been granted an extension. Lisa and Marilyn said residents can see in the online portal the status of a covenant compliance issue and it will be marked as "monitored." Lisa stated that if a resident does not get an email response, they need to call and follow up.

Christina asked Top Notch if they could please set up an online training for the Top Notch portal so that residents can better learn how to use the portal. Marilyn stated they would work to set up that date. Michele Marino also stated that in the fall newsletter she was going to be putting some directions on how to use the portal as well.

COMPLAINTS:

No community complaints received.

OLD BUSINESS:

- **Reserve Study:**

Board approved a reserve study after reviewing numerous options. Christina asked Top Notch for an update on timeline. Lisa stated that the reserve study should begin in the next two to three weeks. All documents the company needs to complete study have been sent to hired company. Reserve study is needed to be able to complete 2023 budget.

- **Storm Drain Repairs:**

Roadway behind 200 odd homes collapsed by a grate when a resident drove over it earlier in the day. Car and family involved are okay. Christina stated this is what the board has been talking about for months – concerns with storm drains, water issues, conditions of roads. Christina stated that this is something that we need to face head on. 63 days ago, Top Notch opened up the task for the storm drain work that needs to be done. Top Notch sent over to the board two separate proposals for the drain work. Through further investigation it was found that they can fix the asphalt, but can't fix the leaking pipes. Christina was adamant that she didn't want to slap any more "band aids" on the roadways. She wants to get to the root of the problems and get the pipes fixed which is causing erosion under the roadways and sinking. Christina stated that she would be meeting with In Line on Thursday 9/22 for the pipe work proposal to fix the leaking. Christina stated she would be reaching out to the City of Winter Springs again to look at hole in roadway behind 200s and see if they can give an opinion and point community in right direction with contractors.

Danny stated that the hole behind the 200s is more than cosmetic and needed to be fixed. Christina was in agreement that it needs to be drivable and stated she was referring to the quotes for behind the 400s and not wanting to put a band aid on those problems. She felt it was important to fix the leaking and where pipes are disconnected from the sewer boxes.

Lara and Danny were both in agreement that they did not want to fix the concrete or asphalt until the pipes were first addressed under the roadways causing the issues.

Lou Eyer mann recommended hiring a civil engineer to look into the problems further.

- **Roadway Work:** Board received a couple of quotes for milling and repaving. The board is looking at quotes for budgeting purposes at this point, but are not ready to discuss scheduling the work. Work is at a standstill until pipe work is done, but they are eager to look at numbers for the work to make sure 2023 budget can sustain the work that needs to be done.
- **Internet for Cameras:** Board has not put any more consideration into this as there are too many other pressing projects at this point.
- **Oak Tree & Palm Tree Work:** Pool company asked to have oak trees cut back

further by shallow end as they are dumping a lot of debris in the pool before repairs are made to the pool. Palm tree trimming is also due in the front of the community. Board obtained numerous quotes for oak tree and palm tree work to be done at once. Motion made by Danny Kavanaugh to go with Budget Tree Service for \$2450.00 for 45 palm trees and two oak trees. Seconded by Michele Marino. Unanimously approved.

NEW BUSINESS:

- **New Meeting Location:** Christina stated that The Savoy is under new management and they are not interested in having communities like ours use their facilities at this time. Danny and Josh like the meetings via Zoom and feel participation has been just as good via Zoom if not better than in person. Michele feels that certain meetings need to be in person such as budget meeting or annual meeting. Josh, Christina, and Michele did agree that there is value to having meetings in person. Board will continue to look into in person locations, but for now will meet via Zoom.
- **Budget Meeting:** Christina stated that the board is still collecting proposals for large projects and were hoping to get those in hand before having the budget meeting as they are super important in helping set the budget, discuss deficits, and the possible need for an increase in dues. Marilyn stated that the best time to have budget meeting will be when the reserve study is complete. Marilyn stated that budget needs to be approved by end of November.

Danny stated that the bylaws state that a new budget needs to be adopted by January 1st.

Josh feels the board needs to be transparent with community regarding a substantial increase in dues and he wants to give community as much time as possible so they are aware of what may be coming before January 1st as we work toward budget meeting.

Danny suggested putting together information based on what we already know to share with community based on the tentative budget and then solidify the numbers when the reserve study is completed.

OPEN DISCUSSION:

Lou Eyer mann expressed some concerns regarding the reserve study and the companies that complete them. Was unhappy with another association that he was in spending \$35,000 on a study. Feels that a civil engineer may be able to help with this matter. He also discussed concerns with a possible dues increase and recommended possibly exercising a special assessment versus raising the dues if needed. Christina shared that the community isn't spending anywhere near \$35,000 on a reserve study. Christina stated that the board was aware they can exercise both options of dues increase and/or a special assessment and are still evaluating options based on 2023 budget and cost of major repairs to leaking pipes and roadways.

Rebekah Dossett asked how much Avery Park is paying for the reserve study. Marilyn stated

that we are paying \$3,500.00 for a new reserve study. Christina stated that there were numerous companies that were evaluated.

Lou Eyermann asked if the reserve study will be made public. Christina stated it will be posted for all residents to review when it is completed.

Rebekah Dossett asked if a copy of monthly board meeting agendas can be sent out ahead of time so residents can know what is going to be brought up at the meeting. Marilyn stated that it can be uploaded to the portal as well as sent out via mass email to homeowners before the meeting. Christina requested that both be done.

Greta Olsen asked how the homeowners in the 200s will be aware of the plan for the road being fixed behind their homes. Christina asked that Top Notch communicate via mass email to the community letting them know when repairs are being made and how we plan on dealing with the situation. Marilyn stated they are able to do that. Greta stated that Mary Rinaldi's home was most affected being the hole was directly behind her garage and they just want a plan regarding parking, etc. with hurricane coming. Christina stated she will keep a line of communication open with Mary Rinaldi and will communicate it to her as well to the entire community.

Lara Mangiarelli asked about the garbage pick up and what we need to do behind the 200 homes being the road is not drivable. Lisa stated she would reach out to county regarding trash and recycle pick up.

Brad Carlson asked about the street lights that are out and who needs to report those to Duke Energy. Marilyn stated that if residents want to send Top Notch the number of pole or the address they are located by, they would be willing to report them. Brad stated that the majority of the ones that are out are in the alleyways. Michele Marino plans to add this information to the newsletter.

Danny Kavanaugh asked if an invoice had been received for the repair to the pedestrian gate lock. Lisa stated it has not been received.

NEXT BOARD MEETING: October board meeting will be held on Tuesday, October 18, 2022 at 7:00pm virtually via Zoom.

ADJOURNMENT: With no further business, a motion to adjourn the meeting was made at 8:23pm by Christina Higley, seconded by Josh Hogan.

Respectfully Submitted,

Lara Mangiarelli, Secretary