

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

Monday, July 31, 2023

Top Notch Management Office
115 Maitland Ave. Altamonte Springs, Fl. 32701

President JD Thoms called the meeting to order at 7:00 pm.

ATTENDANCE

Directors:

- JD Thoms, Tony Dossett, Mark Erickson, and Michele Marino

Top Notch:

- Ashley Roghelia, and Erin Pollock

Community Members:

- Rebekah Dossett
- Gary Oroian
- John Thomson
- Bruno Mangiarelli
- Kelly Thomas
- Jean Versino
- Mary Jo Klausling
- Kathleen & John Tracey
- Bryn Higley
- Amy Erickson
- Trudy Brown
- Debbie McCloskey
- Harry & Linda Timmons
- Sean & Sarah Richards
- Brad Carlson
- Scott Meister
- Edward Maggard
- Dawn Tinder
- Bill Rinaldi
- Pam Thoms

Minutes

The Board reviewed the June Minutes. Tony Dossett stated his name was spelled incorrectly on the last page. Top Notch will make the correction. Michele Marino motioned to approve the June meeting Minutes as amended. Tony Dossett seconded, all in favor, motion approved.

FINANCIAL REPORT

Mark Erikson presented the financial report from Top Notch for June 2023. Accepted as reported.

COMMITTEE REPORTS

Bruno Mangiarelli: ARB- Only received one ARB Form regarding a storm door. Bruno stated he asked about the sidelight and has yet to receive a response back. Also, he asked for an update on the garage doors and the settlement agreement. Top Notch will provide the ARB committee with answers to their questions within 72 hours of receipt. Top Notch stated there were two ARB outstanding for the same address.

Ralph Waterhouse: Clock- No Report.

Scott Meister: Grounds- Every Thursday Scott meets with Matt from Earth Tones and inspects the property. The south side by Tuskawilla was accidentally missed and Scott discussed this with Matt. Earth Tones has a plan for the front entrance, he will submit to Scott to pass on to the Board. The bushes on Burgess are being taken over by weeds, Matt would like to rip out the bushes and add sod. Once the gazebo is repaired, the grounds committee would like to add flowers around it.

Garret Chapman Pond- No Report.

Mark Erickson: Pool-

1. The pavers lifting due to the tree roots, the Board will discuss this further during New Business.
2. The master lock on the pool filter box was missing and Mark Erickson replaced it.
3. Tony Dossett installed new equipment hangers at the pool to hold the life safety devices.
4. The damaged/rusted old tables were removed. New tables were ordered and have been delivered. The installation of the tables will take place after the paver repairs.
5. The Depth Indicators are cracked and need to be replaced. Top Notch will reach out to Cory (pool servicing company) and get the cost to replace them.
6. The fill valve was leaking and needed to be repaired. This has been completed.
7. The lock on the storage room has been changed.
8. The Cabana lights are out, and the Board is looking for volunteers to assist with replacing them.
9. Clarification of intent was provided: Pool reservations do not give the homeowner that reserved the amenities the sole right to use the amenities. Each homeowner has a right to access the amenities whether they are reserved or not.
10. Mark Erickson asked for volunteers to help inspect the amenities after pool events.

Josh Hogan/Chris Walters: Fence/gazebo/playground- No Reports.

Caroline Burchett: Social- Friday August 4, 2023, Back to School Party.

Michele Marino: Newsletter- Michele Marino is stepping down from creating the newsletter and Edward Maggard will think about taking over as editor.

Caroline Burchett: Welcome- No Reports.

Brad Carlson: Website- The renewal fees for the domain are coming up. The cost is \$132 and is due at the end of October.

Covenant Compliance: Ashley Roghelia reviewed with the Board the current violations ready for the fining committee. The Board agreed to send five (5) homeowners to the fining committee. Phil Karr, Harvey Freeman and Gary Oroian are the current members of the fining committee.

OLD BUSINESS:

- **Storm drain**: Tabled.
- **Purchase of new pool furniture**: The new pool furniture has been purchased. The tables need to be assembled. On June 30th, 2023, the Board voted to approve the purchase of the tables. Mark Erickson motioned to approve the purchase of the tables. Tony Dossett seconded, all in favor, motion approved.
- **Replacement of new fountain lights**: Completed.
- **Repairs to gazebo**: Tabled.

Receipts reimbursement- Tony Dossett and Mark Erickson submitted receipts for reimbursement.

NEW BUSINESS:

Covenant Enforcement- The Board discussed the current covenant enforcement process and will follow the following three-letter process.

1. Friendly Reminder
2. 1st Notice
3. Final Notice
4. Fining Committee

Pool Pavers- There is a tree root lifting the pool pavers. The Board reviewed three proposals for repairing the pavers and installing the pool tables. Mark Erickson motioned to approve Innovation Pavers (\$1,700). Tony Dossett seconded, all in favor, motion approved. The Board would like the invoice to be paid from the common area reserve.

Board Meeting Procedures-

- The current Avery Park Board of Directors have searched to locate guidance from the state that member time to speak at a BOD meeting may be yielded from one member to another member. We have not been able to locate this directive.
- Three new board members attended the Board Certification class July 19, 2023. One member asked the instructor that night the following: Are members permitted to yield their 3 minutes of time to speak at the meeting to another member? He stated the question comes up rather often. He went on to say the state has not weighed in on this subject and it is up to the board to manage it through Rules and Regulations for Member Conduct at Meetings. The board can determine the process – making a rule and then it be applicable at the next meeting. Our HOA attorney agreed.
- If a member(s) wanting to have yielded of Minutes can provide a specific reference to this being a requirement of the state or our association, we will follow the directive.
- If the reference is not provided the following rule will go into effect at the next BOD meeting:
 - The members' 3 minutes to speak at a BOD meeting concerning an agenda item or in open discussion will be the members only and cannot be yielded to another member.
- In addition, the board made the following rules for member conduct at BOD meetings:
 - Zoom broadcast will not be permitted by members – there is no control of attendance, and the board cannot recognize whom might be speaking.
 - The board will encourage members to speak concerning agenda items that may come up for a vote at that meeting. When the item is discussed and nearing a motion to have a vote, the floor will be opened to the members to have 3 minutes to address the board about that agenda item, and that item only.
 - General comments and discussion of other agenda items not being voted on should be held to the end of the meeting for the open session time, 3-minute time limit applies.

Please seek out any board members to discuss agenda items or suggest items between meetings in person or via email.

Michele Marino made a motion to approve the Board meeting procedures. Mark Erickson

seconded, all in favor, motion approved.

OPEN DISCUSSION:

The homeowners present had a question for Top Notch. Ashley asked them to send an email with all their questions and she would respond to them within 72 hours of receipt.

NEXT BOARD MEETING: August 21, 2023, at 7:00pm at Wedgewood Tennis Villas.

ADJOURMENT: With no further business, a motion to adjourn the meeting was made by JD Thoms and seconded by Tony Dossett at 8:07 pm.