

CITRUS WOOD

HOMEOWNERS ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

March 10, 2020 at 5:30 PM
McNeil Management Services, Inc.
1463 Oakfield Dr, Suite 142, Brandon FL 33511

Minutes

1. Call to Order & Certifying of Quorum

Meeting was called to order at 5:33PM. With board members Robert Shamblin, Tony Scaturro and Larry Johnson in attendance, a quorum of the BOD was established. It was confirmed that timely meeting notification had been posted on the community website and message board. Doug Pinner, Pamela Pinner and Kelly Mauzy represented McNeil Management. No homeowners were in attendance.

2. Approval of Minutes: None

3. Monthly Management Reports

The takeover announcement from McNeil Management Services, Inc was mailed to all homeowners on 2/27/2020 with an affidavit of mailing on file.

Dehart Web Design Services created the new community website www.citruswoodhoa.com and went live 3/1/2020.

February financials were provided by the previous management company for board review. There were no questions.

Management will begin preparing the proposed annual budget for May. The Board has asked to include a line item for welcoming baskets in the amount of \$350.

Violation & Notices: Discussion of survey and notice letter expectations. Survey team to send notices to Homeowners regarding lot violations or concerns that were provided by the Board of Directors via email.

On Motion: Duly made by Robert Shamblin, seconded by Tony Scaturro and carried unanimously.

Resolve: To approve and accept management's standardized letters to homeowners who receive notices.

4. Unfinished Business

Sidewalks: Homeowners now have a link on the community website to report sidewalks directly to Hillsborough County for repair. A service request number will be emailed to the homeowner who made the request, which can be emailed to the manager for tracking.

Bus Stop/ Traffic Concerns at Entrance: Parking in the "no parking" zones at the front entrance continue to be a concern from 7-8 AM and 1:30-2:30 PM. Management/ Board to reach out to the community resource officer for the area for assistance.

Business Activity: Deed restrictions prohibit operating a business from the home and may be reported to code enforcement. Refer to the Citrus Wood HOA community documents for more information for specific limitations.

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5. New Business

Contracts/Proposals: Discussion and review of contracts and proposals.

Attorney: The current association attorney is Robert L. Tankel, P.A. of 1022 Main St, Suite D, Dunedin FL 34698. The association has worked with this firm since 2012 and will continue to use Mr. Tankel for association services. Management asked the Board to review and sign the back-signature page to confirm the current contract that was obtained from the Attorney.

Uniform Collection Policy:

On Motion: Duly made by Tony Scaturro, seconded by Larry Johnson and carried unanimously.

Resolve: To approve and sign the Citrus Wood Homeowners' Association, Inc. Uniform Collection Policy.

Estoppels:

On Motion: Duly made by Tony Scaturro, seconded by Robert Shamblin and carried unanimously.

Resolve: To approve and sign the Citrus Wood Homeowners' Association, Inc. Adoption of policies and procedures regarding requests for and provision of estoppel certificates.

All American Lawn & Tree Specialist LLC:

On Motion: Duly made by Larry Johnson, seconded by Robert Shambin and carried unanimously.

Resolve: To approve and award the proposed contract from All American Lawn & Tree Specialist, LLC for a monthly fee of \$[REDACTED] for community landscaping. Monthly report to be sent with invoice detailing treatments applied and irrigation corrections. Contract will be for a term of one year beginning April 1, 2020.

EZ Mulch:

On Motion: Duly made by Tony Scaturro, seconded by Larry Johnson and carried unanimously.

Resolve: To approve and sign the EZ mulch proposal for 80 yards of pine bark mulch for \$[REDACTED], price includes material and installation.

Community Wall: Obtaining proposals for repair work to mortar.

Community Message Board: The Board will retain control over the updates for the marquee.

Welcoming/Social Committee: The Board would like to create a new committee for the community: The welcoming/ social committee will create and distribute a welcoming basket to new homeowners that move into the community.

On Motion: Duly made by Larry Johnson, seconded by Tony Scaturro and carried unanimously.

Resolve: To establish a welcoming/ social committee and appoint the following individuals to the committee:

- Tony Scaturro- Board Member Oversight
- Wally Ingram - Chair
- Steve Mitchell - Member

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Abuki: Along the perimeter exterior community wall a grouping of Abuki were determined to be dead. The Board would like a letter sent to the homeowner directly behind, to determine if it was due to their fence being pressured washed with chemicals that may have inadvertently killed the abuki, or if it died from natural causes before replacing the bush.

Lighting at Center Island: The spotlight in the entrance center island is not functioning properly. A handyman will be sent to the property to repair.

Curbing at roundabout: On Charter Wood Court was damaged by Waste Management. McNeil Management to contact Waste Management for repairs.

Website: The Board asked management to add information for the mailboxes, homeowner lamp posts and contact information for utility cover replacement/repairs to the community website.

Mailbox: Model- P53ME; Color- black; Vendor- *Creative Mail Box Designs*

3 Light Lamp post: Model- 1923 BK 3 Light or Light Post Tucker 9611; Color- Black; Vendor- Lowes, Build.com or JossandMain.com

6. **Homeowner Comments:** None

7. **Director Comments:**

Community Insurance: Board will look to review with management insurance policies prior to the renewal period.

Next Meeting: Budget/ Annual Membership Meeting on Tuesday, May 5, 2020 at 6:00 PM at the Bloomingdale Regional Library, pending location and time availability. Changing location to facilitate more homeowner participation.

8. **Adjournment:** The meeting was adjourned at 7:27 PM.

//approved at 4/21/2020 meeting//

Duly Motion: Robert Shamblin seconded by

Tony Scaturro and carried unanimously

Prepared by Manager on behalf of the BOD

**Vendor amounts have been blacked out for privacy to the vendor. Contracts are on file with McNeil Management Services*