

Sweetwater Country Club Homeowners Association, Inc.
c/o FirstService Residential
385 Douglas Avenue, Suite 3350
Altamonte Springs, Florida 32714
Community Manager: Jennifer.Teolis@fsresidential.com

MINUTES OF THE MONTHLY BOARD OF DIRECTORS MEETING
Tuesday, March 21, 2019 7:00pm

I. CALL TO ORDER

Meeting was called to order at 7:00pm

Board Members present were: Mark Manfre, James Van Anda, Cindy Bennett, James Bransford, and Eric Greenburg. Leo Roumpz and Virginia Morris-Ardin were unable to attend.

Board President, Mark Manfre, told the residents present that there would be bid presentations by two landscape companies.

First, Mark introduced Jeff Evensen and the team of RLC, the existing Landscape Contractor. Mr. Evanson talked about his background and his qualifications and that of the company which has been in business for 30 years. He then described the components of their bid for the common areas of Sweetwater at a total cost per year of **\$110,849.00**. The contract would include the proposed Villa D'Este area (if an agreement is reached between Villa D'Este and the Master), palm tree trimming, irrigation, pest control and fertilization, mulch and all edging, blowing and mowing of common areas and entrances.

Second, Mark introduced the team from BrightView Landscaping. Team members in attendance were Ian and Terry and Jim. Terry distributed a set of bids to the Board and to Jennifer (added to the Board Packet).

Jim described their operations of their company and the hierarchy of their work flow that helps them to stay on top of a property as segmented as Sweetwater. They talked about their emergency response procedures for irrigation. Ian would be the main point of contact for Sweetwater who will oversee the project manager and his team onsite. BrightView partners with FirstService to provide discounts to their shared clients, so that discount can be used to put more money in to the community landscaping.

They talked about some of their ideas for revitalizing the plant and flower beds at the entrances with annuals and perennials for color and visual impact, and these beds are replanted quarterly. Their estimated Annual Contract cost is **\$105,690.00**, which includes the same items as listed in the RLC contract with the exception of the potential for Villa D'Este being included in the future contract.

(Action Item: tour full property and request bid for the inclusion of the exterior Villa D'Este area)

II. APPROVAL OF MINUTES

Mark asked if there were any questions or comments regarding last month's minutes from the other Board members present. Mark made a motion to accept the meeting minutes for February 21, 2019, James seconded, the motion carried. **(Action Item: post approved minutes to community website)**

III. COMMITTEE REPORTS

A. Security Report

Mark Manfre, Chair

Mark stated that the Orange County Sheriff's department had been in contact with him about their rate. Sweetwater had been paying 35.00 per hour but the rate is increasing to 45.00 per hour. James made a motion that the Board approve the rate increase for off duty patrols to 45.00 per hour, capped at 50 hours per month, Eric seconded, the motion carried. (Action Item: ensure that the funds are available in the 2019-2020 budget and contact the Coordinator to convey approval)

Amanda Herx, the outgoing Community Manager, read the security report as provided to the community by Orange County. (added to the final Board Packet)

B. Architectural Review Report

Virginia Morris Ardin, Chair

was absent, so Connie Frye provided the ARC Committee report. (contained in the final Board Packet) Connie listed the various requests that had been received in the prior month, all of which were approved. (Action Item: notify owners of ARC approvals)

The only ARC in question was the request to install a pizza oven in a pool screen enclosure. That homeowner was present and he brought materials to show the Board so they could verify that it would not be too high or visible to neighbors.

Eric made a motion to approve the request for the pizza oven, James seconded, the motion carried.

C. Villas at Oak Tree Court

Vernon Delafield, Chair

Committee chair said that there were no events to report for Villas at Oak Tree this month.

D. Landscape Report

Ed Lynch, Chair

Ed Lynch stated that at the last landscape committee meeting they received the estimate for the final Asiatic Jasmine that were needed to fill in where the old jasmine had been damaged or died. He described the site inspections done to examine trees needing trimming or removal with Jennifer, Bo Sexton, and Amanda Herx and he gave a list of the areas of concern Jennifer listed the addresses and estimated costs for those in attendance.

(Action Items: see plat to define location of diseased pine tree, solicit additional bids from other tree trimming/removal vendors, reach out to Board President, Patricia, of Villa De'Este for a tree trimming vendor she recommends)

James made a motion to approve the bid for the Asiatic Jasmine, Mark seconded, motion carried.

E. Newsletter

Barbara Brown, Coordinator

The newsletter coordinator was not present but Mark stated that her request to the Management Company was that she needs access to content for the Newsletter. (Action Item: help to provide sources for HOA content)

F. Sweetwater Greens

James Bransford, Chair

Diseased Holly Trees at their main entrance need to be removed from their island and that they are working on their gates. **(Action Item: determine if the Master is responsible for the removal of the Holly Trees, and also solicit bids for their removal and replacement)**

G. Golf Development

Mark Manfre, Chair

Mark described his recent interactions with the Ashton Woods representatives and Walter, the Golf Course representative, and news of any progress toward the building of the Clubhouse. Patricia, the Villa D'Este President, asked if it is possible to remove the pasture style fence surrounding the golf course, but it was pointed out that the Landscape Committee had been working with Golf Course to get it taken down for a long time. Mark suggested that the owner might charge the Association with trespassing if residents removed it themselves.

IV. FINANCIAL REPORTS

James Van Anda, Board Treasurer, presented the Financial Report. Balance Sheet and Profit/Loss statement included in the Board Packet.

Jim points out that not all the write offs of bad debt from the prior years before the revitalization should be completed soon, that there are about 50 more units (at the time of the meeting) that still need to be written off. Mark asked that these be completed by FirstService within the next 7-10 days at the longest.

(Action Item: write to Accounts Receivable regarding the write offs. Check the minutes from last three months to read the Motions regarding moving money from current bank accounts to a bank that provides better interest).

V. MANAGEMENT REPORT

Jennifer read the contents of the manager's report as written by the outgoing manager Amanda Herx. Jennifer stated that the two locations of the wall crashes, one being worked on MacKenzies and one being repaired by Quality. **(Action Item: follow up Board on details of work completed and whether or not the insurance company has paid Quality as yet)**

Jennifer described a 311 Orange County maintenance request which had already been resolved regarding a leaning oak tree.

There was a description of the violations issued for last month. Mark stated that one issue that he is willing to pull back on are the Basketball hoops, whether portable or fixed. The Board feels that because the basketball hoops have been used for so long throughout the community, and during the period before the documents were revitalized and therefore unenforceable, that they should be allowed to remain **(Action Item: address this change in the Rules and Regulations going forward, Jennifer stated that Aubrey Woller does the Violations for Sweetwater and Mark asked to be sure that she takes a photo with all violations for back up.**

VI. LEGAL REPORT

Mark asked about the Transfer Fee question. Jennifer stated that the Sweetwater documents vary on the issue of transfer fees per each sub-association and that each amount is different and some other sub-associations are silent and charge nothing. A transfer fee amendment was passed in 2008, but the amendments do not survive revitalization, so all the past amendments were wiped out. Mark suggested that the Community vote on all the needed amendments at one time and that they be done

by Electronic Voting if possible. The Board recommended that all prior amendments be read to determine which, if any, should be included in an upcoming vote and write a proxy for all the various amendments to be voted on so it can be accomplished in one vote, if possible.

(Action Item: Look into potential for Electronic Voting for an Amendment and read all past Amendments for any that should be voted on again).

Jennifer stated that the Annual Meeting is described in the documents as taking place on the Third Monday of June every year, meaning that the Sweetwater Annual Meeting will be scheduled for Monday, June 17, 2019. Mark asked about who is up for re-election and Jennifer stated that she would research how the Ballot should be written **(Action Item: begin preparing Annual Meeting materials and Election Ballot now)**. It was suggested that the community initiate a 60 day First Notice of the Annual Meeting by April 17th, 2019.

VII. NEW BUSINESS

A. Board discussion of Landscape Presentations and Bids to consider

Mark points out that BrightView does offer a long term contract discount for partnering with FirstService whereas RLC was offering a one-time credit of 7500 of free plantings. The Board members and the residents in attendance discuss the pros and cons of each contractor in an open forum. **Cindy Bennett made a motion to accept the BrightView contract offer as presented, James seconded, the motion carried.**

(Action Item: reach out to RLC to submit 30 day letter of cancellation and to BrightView to let them know their Proposal had been accepted and that their start date will be May 1st, 2019, with a clear determination of the cancellation policy)

B. Review of 2019-2020 Proposed Budget

Mark discussed an issue that was put before the Board by the Board of Villa D'Este and that will impact the community budget going forward. Villa D'Este has asked that the Master Association assume responsibility for the landscaping work outside the community wall and entrance, this will include mowing, blowing edging, hedge trimming, basic sprinkler repair, mulch, pressure washing, palm tree trimming, DOES NOT include major irrigation work, plant replacement or annuals, or any of the work required to maintain the entrance.

It was agreed that the Master and Villa D'Este will split the cost of removing the Loquat Trees. Mark stated that if they accept the offer the Master is making that it would be effective with the new landscaping contract start date of May 1st. The Villa D'Este board members present said they would take the offer to the full Board and discuss it and return with an answer after their upcoming meeting.

Mark talked briefly about the proposed budget and how the community had kept the fees at the same rate for more than six years, but that in order to begin reinvesting in landscaping and in stepping up maintenance projects and keeping up with increases in costs for basic expenses like off duty Sheriff patrols, utilities, insurance, and more, the fees need to increase this year by \$56.00 per year, per household.

Mark asked for questions from the floor and from the Board, there were none. **James V. made a motion that the Proposed Budget be accepted with the increase in Maintenance Fees included, Eric seconded, the motion carried. (Action Item: Jennifer to enter Budget into Budget Tool and Board to write cover letter to be sent with Budget to the Community, get coupons ordered)**

VIII. OLD BUSINESS

Mark asked if there was any old business to discuss. There was none.

IX. ADJOURNMENT

Mark motioned that the meeting be adjourned at 8:33pm, all approved.

Respectfully submitted,


Jennifer Chioma Teolis, LCAM

4/18/2019
Date


James VanAnda, Secretary/Treasurer

4/18/2019
Date

