

CELEBRATION CAPE HOMEOWNERS' ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
A Corporation Not-for-Profit
Monday, July 22, 2024, at 6:00pm
Held at: Tiki Park • 203 Destiny Circle, Cape Coral, FL 33990

CALL TO ORDER

Brian Meek, Board President, called the meeting to order at 6:03pm.

CERTIFYING MEETING QUORUM

A Board quorum was established with Linda Foreman, Lori Gripentrog, Brian Meek, Shannan O'Brien and Christine Schielzo present. Susie Bianchi, CAM, was present for Tropical Isles Management.

PROOF OF NOTICE OF MEETING

Meeting notices were emailed to all Homeowners and posted on CelebrationCape.org and at the Tiki Park signboard in accordance with Florida Statutes, Chapter 720 and the Association By-Laws.

OLD BUSINESS

Motion to approve the minutes from the Board of Directors Meeting dated March 19, 2024. Motion was made by Lori Gripentrog, seconded by Brian Meek, with all Board members voting in favor. Motion carried 5-0.

NEW BUSINESS

Management Report

5.a.i. – New FrontSteps Portal

All Members of Celebration Cape have been invited to sign in to FrontSteps. Susie Bianchi explained that the new portal satisfies the statutory requirements for an HOA website. The Association's governing documents and Member's individual account information is available through this site. The Association's monthly maintenance fee for switching from Caliber to FrontSteps has increased from \$20 to \$50 per month. The site can be used to send e-blasts to owners.

5.a.ii. – New HOA Laws

Susie Bianchi highlighted several new legislative rules that have gone into effect.

- Boards must have at least four meetings a year—including Budget, Organizational and open meetings for other business matters.
- HOAs cannot restrict residents and guests from parking commercial and personal vehicles in their driveways.
- HOAs cannot issue a suspension or fine for leaving garbage receptacles at the curb or end of the driveway less than 24 hours before or after the designated garbage collection day or time.
- A lien cannot be placed on a property where the owner has been levied fines <\$1000.
- Board Directors must satisfy professional education requirements each year. For a community the size of Celebration Cape, that equals 4 hours annually. Newly elected or appointed Directors must submit (within 90 days) a completion certificate for the educational curriculum.
- Associations are prohibited from reducing the required type of financial statement (compiled, reviewed, or audited financial statements) for consecutive years.

HOA Boards are responsible for ensuring they follow all new laws.

5.b.i. – Gate Update: Quote on Repairing/Replacing Gate

Dick Dyszel reported that the entry gate operators are making a loud noise. Jason Harper with Diamond Access (gate service vendor) will personally examine to determine if the cause is bad motors or transmission issue.

It was reported that several welds on the gate panels are failing and breaking. Two quotes were submitted by Diamond Access: 1) to repair posts, reweld, straighten bent sections for about \$9,000; 2) to completely replace gate panels with an estimated cost of ~\$20,000.

5.b.ii. – Mango Tree in Swale at 902 1st Place: Follow-up on Letter Sent to Homeowner

Tropical Isles recently sent a letter to the owner, identifying the issue of their mango tree encroaching on Celebration Cape property and offering them the option that they remove the tree or Celebration Cape will flush cut and apply root killer, so that the roots do not interfere with the proper functioning of our swale. The owners did not respond.

Additional Trimming: To protect Association property and keep the swales clear of debris, additional landscape trimming is needed outside of wall: (1) Banana Tree behind #243; (2) Large Clump of Vegetation behind #179; (3) Bamboo plants behind #291 and 295.

5.b.iii. – Landscaping: Common Areas

Dead ixora plants in planting beds along sidewalk at Tiki Park. It was proposed that the ixora plants be removed, repurpose the landscape stones elsewhere, and install new sod.

5.b.iv – Wall Cleaning

We have the funds in our budget for this project. Work to include pressure washing of surfaces, address rebar exposure, replace/repair stucco. Scope of work needs to be identified, and quotes obtained.

The annual cleaning of sidewalks and other community hardscape areas was also discussed. Christine Schielzo will obtain quotes from companies previously hired by Association: AAA Pressure Washing and R&S Cleaning.

5.b.v. – General Grounds Update

Dick Dyszel ask that Members send all Grounds-related questions or concerns to grounds@celebrationcape.com. Owners are asked to include photos that identify the specific issue for proper follow-up.

Sidewalks: The issue of broken and uneven sidewalks in the community is a concern. Someone needs to walk around, take photos and document areas that may pose a safety hazard.

Gazebo Replacement: Owners can submit suggestions for replacing the former gazebo structure or other ideas for improving the aesthetic appearance of the community lot on the west side of the entryway.

5.c. – DECLARATIONS OF COVENANTS, CONDITIONS AND RESTRICTIONS (CC&RS)

5.c.i. Proposed Revisions: Next Steps

The Board is proposing to have another Town Hall with owners to address concerns with the current Final Draft. The Board will make note of owners' "hot button" issues, and create a list of edits to be made that would encourage Members to vote and approve revised document.

5.d. – COMPLIANCE

5.d.i. – Current Non-Compliance Issues

Modifications performed without receiving ARB approval:

- #175 (Burriss) installed brick curbing around planting beds.
- #224 (Evans) repainted front door from blue to dark grey/black color, and installed roof peak downspouts.

- #243 (Schwartzwald) installed new pool screen and front entry screen enclosure.

5.d.ii. – Previous Non-Compliance Letters

The Board has been presented with the Compliance Committee report from December 2023 and a Compliance Recheck report (dated 6-2-24) that listed homesites with violations have not yet been corrected. This report also indicates if the owner received a 1st or 2nd Notices. Copies of these reports will be sent to Tropical Isles for their records.

Owners were advised that if they observe a homesite violation of our governing documents, they should send a report of the issue to Tropical Isles for their follow-up.

5.d.iii – Compliance Reviews: Discuss option of Tropical Isles conducting reviews

- Cost per onsite inspection: \$300.
- Inspections per year: 2
- In addition to homesite reviews, Susie Bianchi will walk around the easements and outside of wall.
- Criteria used to issue violation(s): Declarations and ARB Guidelines

5.e.i. – Fining Committee: Discuss Need for Fining Committee

Susie Bianchi stated that none of her HOAs have a standing Fining Committee.

Board is taking a “wait and see” approach for necessity with new process of Tropical Isles handling violations.

5.f. – BUDGET

- Susie Bianchi to contact current vendors for new contracts and to determine if costs will increase for 2025.
- Reserves Asset List: discrepancies between the March 2024 list and Spires’ 2023 Year End List will be corrected.
- Special Assessment Payment Collections Status: Past due letters have been sent to delinquent owners.
- Budget Planning Volunteers: email will be sent out asking owners to volunteer to assist.
- Susan Dyszel pointed out that the Reserves Asset report lists Value of Replacement based on 2017 estimates. Susie Bianchi will follow up to obtain current replacement costs.

5.g. – ARCHITECTURAL REVIEW BOARD

5.g.i. – Discuss need to appoint new ARB members or maintain Board review and approval.

MOTION TO MAINTAIN BOARD OF DIRECTORS APPROVAL FOR ARM APPLICATIONS.

Motion was made by Linda Foreman, seconded by Lori Gripenrog, with all Board members voting in favor.
Motion carried 5-0.

5.g.ii. – ARB Guidelines – Revisions

- (1) – Add language to clarify “modification” vs. “maintenance”
Refer to CC&Rs Article XI. Section 1. Maintenance of Homes. Incorporate this language into ARB Guidelines to address Owner maintenance responsibilities.
- (2) – Add language re: black lampposts
- (3) – Add language re: pool cage cleaning and maintenance
- (4) – Discuss other suggested changes to the Guidelines that may be needed
Mailboxes need to be maintained in good condition (regular cleaning, re-paint as needed, replace with same model.

The Board consensus is to create an Ad Hoc Committee for the purpose of editing the ARB Guidelines. Current Board Members would not be eligible to be appointed to this Committee.

OPEN FORUM: OWNER COMMENTS/QUESTIONS

Q: When was the decision made to have a sign-up for the Open Forum?

A: A week or so ago. An Open Forum is not a requirement for Board meetings but helps to keep them on track. Owners are invited to send Susie Bianchi a suggestion for upcoming agendas.

Q: Will Tropical Isles take over distribution and posting of meeting notices?

A: The Board Secretary will continue doing this.

Q: Can an email be sent out to remind Owners that posting of political signage is not allowed?

A: Tropical Isles to send out this reminder.

NEXT MEETING

Shannan O’Brien suggested that the Board meets once a month to coincide with the scheduled ARB meetings held on the third Monday of each month.

The next meeting is scheduled for August 19, 2024.

ADJOURNMENT

MOTION TO ADJOURN THE MEETING.

Motion was made by Lori Gripentrog, seconded by Brian Meek, with all Board members voting in favor.
Motion carried 5-0.

Respectfully submitted,

Linda Foreman, Secretary
Celebration Cape Board of Directors

(The preceding minutes were approved by the Board of Directors on October 28, 2024)