

CELEBRATION CAPE
HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING

A Corporation Not-for-Profit

Monday, June 13, 2016 at 6:30 pm

Held at: Celebration Cape Pavilion (203 Destiny Circle, Cape Coral, FL 33990)

1. CERTIFY A QUORUM AND CALL TO ORDER:

Jim Arnold, Board President, called the meeting to order at 6:30 pm. A Board quorum was established with Jim Arnold, Susan Dyszel and Linda Foreman present. Mark Rudland with Tropical Isles Management was present.

2. PROOF OF NOTICE OF MEETING:

Notice was posted at the Pavilion signboard in accordance with Florida Statutes, Chapter 720 and the Association By-Laws, and emailed to all Homeowners.

3. PRIOR MINUTES:

All voted in favor of approving the minutes from the Special Membership Meeting and Board of Directors Meeting dated April 26, 2016. Minutes are posted at CelebrationCape.org for reference.

4. NEW BUSINESS:

- a. **CONDOLENCES.** Jim Arnold shared news about the passing of Sandy and Bob Royal's daughter. The community offers its collective sympathies and support to the family during this sad time in their lives.
- b. **REPORT FROM MANAGEMENT COMPANY.** Mark Rudland, CAM, Tropical Isles, delivered a brief overview of the myriad services provided by our management company. These services include distribution of all Association mailings, attending HOA meetings as requested, advising the Board of Directors in complying with applicable laws, filing annual reports, coordinating home sales and leases, negotiating service contracts, liaising between Association and third-party vendors, ensuring that proper liability insurance is in place, responding to emergency requests, assisting with budget preparation, point-of-contact for homeowners, providing accounting services, 7-year records maintenance, enforcing all rules and regulations of the Association.
- c. **HOMEOWNER PRIORITY SURVEY RESULTS.** Linda Foreman thanked everyone who submitted survey responses. The results were categorized into three major areas of focus: FINANCIAL, COMMON AREAS and GOVERNANCE. Under FINANCIAL, the overwhelming topic of concern was for the creation of a well-developed budget plan and to build reserve funds. The comments in the COMMON AREAS section asked us to focus on repairing the perimeter wall, offered suggestions for enhancing the Pavilion/Rec area, the need to develop a better landscaping program, and asking to reconsider closing the main gate 24/7. GOVERNANCE issues focused on 1) the need for all homeowners to adhere to the Rules & Regulations; 2) the creation of a regularly-published newsletter, and 3) the elimination of the right to lease homes in Celebration Cape.

At this time, the Board of Directors has not prioritized these issues, nor have they taken any independent action on specific items. The Board's goal is to work through the proper channels (e.g., meetings, budgets, notices) to address these valid issues.

d. **COMMITTEE REPORTS:**

- i. **Architectural Review Committee.** Thanks to Ann Paris, Les Bader and Mark Pidro for reviewing a significant number of requests for architectural modifications. The Committee is working with the Board of Directors to establish a more streamlined process to avoid unnecessary delays and frustrations.
- ii. **Grounds Committee.**
 1. Britton Dudley and Joe Green (Pinnacle Landscapes, Inc.) were present and available for a Q&A session, and to address homeowner's concerns. Highlights:
 - a. Hardwood tree (e.g., oak) canopies will be trimmed up to 7' (palms up to 15') to allow for landscape personnel and equipment access.
 - b. Ornamental (e.g., shrub) trimming is performed five times per year.
 - c. Palm supports can be removed if the tree has been in place for at least one year.
 - d. Irrigation system decoders are failing at a high rate; no known cause.
 - e. Pinnacle does not perform preventative weed treatment, but will perform manual removal and spot spray. (Suggested to Board to add pre-emergent treatment to contract.)
 - f. White Flies: Our current contract covers preventative treatment (vs. increased costs to eradicate an infestation outbreak). Pests are about the size of a fruit fly, with excrement that resembles sooty grey film. Treatment areas include: Areca, Christmas and Royal palms; and is scheduled to be performed in August.
 - g. Grub prevention treatment is performed in late April. As it can take some time for the treatment to break the cycle of growth and emergence, turf condition may not be at optimal health.
 - h. The health of the Florida Royal Palms at the entrance is generally good.
 - i. Brown spots on lawns can be the result of several factors, including: pest infestation and fungus, but are seldom indicative of dead turf. Contact Pinnacle for issues with individual lots.
 - j. Our irrigation system continues to face challenges. Here's what is known: the 2-wire system that was installed is no longer up to today's specifications. The wires were probably damaged as they were dragged through rocks and other debris as individual homes were constructed. Problems have existed since inception, including susceptibility to lightning strikes. With community construction completed, it is hoped that the system should stabilize.
 - k. Several homeowners expressed displeasure with the work performed by Pinnacle Landscapes: uneven mowing, lack of weed prevention, poor trimming and edging, blowing cut grass on planting beds. Specific complaints should be addressed in writing to management company.
 - l. A schedule of landscaping services will be made available to all homeowners.

2. Playset Removal. Per the mandate of the insurance carrier, and pursuant to the April 26, 2016 Membership vote, the playset was removed on May 21, 2016.
 3. Jack O'Neil highlighted the many issues that have been addressed by the Grounds Committee, including:
 - a. Dick Dyszel repaired the damaged flood light at the main gate entrance.
 - b. Bill Alwine, Jack O'Neil and Marvin Patterson trimmed overgrown shrubbery on the outside of our perimeter wall.
 - c. Jack's assessment of and assistance to homeowners re: irrigation equipment issues and repairs.
 4. Jack O'Neil is stepping down as Committee chair. Dick Dyszel is the new Grounds Committee chair.
 5. Perimeter Wall. The Board contacted Richard Stiles, owner of Precast Wall Systems, the company that built the perimeter wall in 2005. Accompanied by Committee members, Mr. Stiles performed an on-site inspection and identified the areas that require structural as well as cosmetic (i.e., painting, caulking) work. A detailed quote was prepared and submitted to the Board.
 6. Landscaping Replacement. The Committee has received a cost estimate of \$1250 to prepare the ground and install sod to the bare area at the site of the former playset equipment. A meeting of the Grounds Committee will be convened to consider options for replacing the dead flowers at the main entrance.
 7. The Committee is reaching out to electrical contractors, and soliciting requests for proposals and cost estimates re: grounding and surge protection of the irrigation system, gate motor; and wiring for lights at Pavilion.
- iii. **Finance/Budget Committee.** Susan Dyszel thanked the members of the Committee for their contributions and the many hours spent on the tasks assigned—specifically, the preparation of the proposed budget. Two comprehensive reserve fund plans were presented for consideration and discussion. The largest component of each of the plans focuses on funding for repairing the perimeter masonry wall.
1. Plan A: Fund the wall repair and repainting in 2017 with a special assessment of \$2000 per Owner; continue to fund the reserves during 2018-2021 at \$420 per year/per Owner.
 2. Plan B: Defer the wall repair for five (5) years while building the reserve balance with an assessment of \$780 per year/per Owner.
 3. Some key points to understand:
 - a. Both reserve fund plans have been calculated on the premise that operating costs would remain somewhat level over the next five years.
 - b. Additional wall repair bids may result in recalculating projected costs.
 - c. Reserve fund plans are designed to address immediate needs, planned expenses, as well as unplanned emergencies.
 - d. Reserve fund contributions by each homeowner are in addition to regular HOA assessments.
 - e. Reserve funds would be deposited into a separate, interest-bearing account

Mark Rudland also advised the Board (and homeowners that were present) about the importance of establishing and maintaining reserve funds. He reminded everyone that financial stability of the Association is very important, as it supports increased value of individual homes. Caution was urged when considering special assessments, as they can have an adverse impact on potential sales and overall financial health of the Association.

5. NEXT MEETING:

The next Board of Directors meeting is scheduled for Monday, July 18, 2016 at 6:30pm, at the Pavilion (203 Destiny Circle, Cape Coral, FL).

6. ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:12pm.

Respectfully submitted,

Linda Foreman
Secretary, Board of Directors
Celebration Cape Association

(The preceding minutes were approved by the Board of Directors on July 18, 2016.)