

CELEBRATION CAPE HOMEOWNERS ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

A Corporation Not-for-Profit

Sunday, February 12, 2017 at 3:00 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 3:00 pm.

2. CERTIFYING OF BOARD QUORUM:

A Board quorum was established with Jim Arnold, Susan Dyszel and Linda Foreman present. (Tropical Isles Management did not have a representative present at this meeting.)

3. PROOF OF NOTICE OF MEETING:

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

4. PRIOR MINUTES:

All Board members had an opportunity to review and voted in favor of approving the minutes from the Board of Directors Meeting dated January 8, 2017.

5. NEW BUSINESS:

BOARD OF DIRECTORS ELECTION:

The Bylaws of Celebration Cape Community Association, Inc., Section 6.10 **Terms**, states: "Three years from the election of the first Board, the Board shall increase to five (5) Members." Susan Dyszel's one-year term was set to expire in March 2017. This pending expiration created a three-Director vacancy.

Three (3) Association Members submitted valid candidacy documents.

In accordance with Florida law and Section 6.9 of Association Bylaws, an election for the Directors of the Association is not required, since the number of valid candidates was less than or equal to the number of vacancies to be filled.

Susan Dyszel, Peg Holecek and Kevin Sutton are automatically elected to serve on the Board of Directors until the 2018 Annual Meeting.

COMMITTEE REPORTS:

Architectural Review Committee. *Les Bader, Committee Chair:*

The Committee is reviewing the current Rules, Regulations and Guidelines, some of which were imposed by the Developers and have been in place as early as 2013. The goal is to create a simplified process which:

- ensures compliance with governing documents
- maintains standards for aesthetics
- reflects the status of the neighborhood as a built-out community
- applies enforcement in a uniform manner

While the Committee works through this revision process, homeowners are asked to follow the existing architectural guidelines, which are available online at www.celebrationcape.org.

Grounds Committee. *Dick Dyszel, Committee Chair:*

On January 26, Pinnacle sent a contractor to repair the ten (10) lamp posts that were damaged by Pinnacle’s crews during the course of their lawn care activities. The repairs consisted of patching the holes and repainting the base.

On January 24, we met with the management of American Allegiance to discuss their contract, our letter of understanding about that contract and their official start date. The meeting went well and we are waiting on AA to incorporate the language of the side letter into the contract. Unless something unexpected happens, they will take over the community landscaping on March 4, 2017.

Member Question: “What are American Allegiance’s priorities for our landscaping”?

Answer: (1) irrigation system re-programming, (2) review of each home site and common areas to identify areas of concern, (3) determine a level of aesthetic uniformity, (4) follow best practices for care of specific landscape species. A representative of the company will attend the March 16 Membership meeting to present details and answer questions.

In the future, all landscape-specific questions should be directed to Dick Dyszel for proper follow-through.

On January 21, several members of the community gathered to move lots of river rock that was donated by Doris and Bill Alwine. The last two trees in the entrance way were rock mulched as were three sides of the pavilion.

Also in January, Marvin Patterson found a clever way to determine how much water is still under our lake fountain. There was some concern that we may be getting close to a muddy bottom which would be bad for the pump, but as of late January, Marvin found 9.5 feet of water. We still could use some rain.

In January, we had an informational meeting about the state of our wall that presented in—great detail—the extent of the damage. Afterward, a small sub committee was formed and within a week, thanks to Scott Gleason, we had a complete “Scope of Work” package to submit to contractors to get some “apples to apples” quotes. This has been submitted to four (4) companies so far, but we have yet to receive any new or revised bids. Several other members of the group are working on a variety of different aspects of the problem.

Budget/Finance Committee. *Susan Dyszel, Committee Chair:*

- We have received the December 2016 Financial statement; hard copies were distributed by mail by Spires and Associates.
- For 2016, the Celebration Cape HOA was in good financial shape. Thanks to our volunteers and financial planning, we are a little bit in the black.

- Overall, the Celebration Cape HOA underspent the amounts budgeted, except for the following categories:
 - Management Fees Expense (\$240.00) (*due—in part—to extra attendance at Board meetings*)
 - Owners Collection fee (\$1220.00) (*HOA dues, fines*)
 - Office Expense (\$70.78) (*coupon books, 2nd mailing of Membership meeting notice*)
 - Gate Repair (\$2961.70) (*replacement of 5 electronics boards due to lightning strikes*)
 - Road and walkway maintenance (\$300) (*in front of #156*)

2017 Financials

- With the institution of the reserve fund for capital expenses, the Operating Budget was trimmed by \$80 per lot, based on actual 2016 spending levels.
- The annual reserve assessment has been paid in full by four (4) homeowners. Thank you to those who are able to do this.
- The cost of the wall renovation is still unknown but is being actively pursued.
- Additional costs for excess wear/tear on the gate since full-time closure 11/16 have not been incurred
- Areas that will need attention and financial resources in 2017:
 - Sod for playground area
 - Power washing sidewalks and curbs (the latest estimate for contracting this maintenance is \$1700. We can save this money if homeowners take care of this task themselves.)
 - Pavilion and gazebo maintenance (painting)
- Once need maintenance and repairs are made, a “wish list” of desired improvements could include:
 - Electrical service in Pavilion (provide extended hours and other opportunities for use)
 - New Picnic benches

Power of Volunteers – Irrigation

- Jack O’Neil, Lead Volunteer (plus others)
- At least 51 homes—plus the common areas—had sprinkler repairs made by Jack and others in 2016.
- While Jack doesn’t report the time he spends, if we assume 30 minutes per location, Jack saved the community at least **\$1215**. *Thank you, Jack!*

Power of Volunteers - Rock installation

- Volunteers installed river rock around the plantings in the entry in August. The rock was purchased at a cost of \$602.30 for two truckloads.
- In January, an equivalent amount of rock was donated by Doris and Bill Alwine and was moved from their yard by volunteers to finish the entry and dress the pavilion, saving the community the equivalent cost of the rock and labor for an approximate savings of **\$1200**. *Many thanks to the volunteers who lifted all the rock!*

6. OTHER BUSINESS:

Hot Water Tanks

Jack O’Neil and Larry Wright recently replaced Liz Galanter’s hot water tank, which failed due to excessive rust and calcium build-up. This build-up is due in large part to the composition of our water supply.

To avoid unnecessary repairs and/or replacement costs, Jack strongly advises that everyone routinely drains and flushes their hot water tank. It is a simple process that only takes a few minutes to perform. He is happy to provide on-site instruction, if needed. Dick Dyszel pointed out that YouTube offers instructional videos on this maintenance task.

Part-time residents or those leaving their homes for extended periods, can avoid other plumbing issues by flushing their lines before they leave. This routine includes: running the dishwasher and washing machines, flushing toilets and rinsing sinks.

Annual Member Meeting

The Annual Member Meeting is scheduled for Thursday, March 16, 2017, to be held at the Masonic Lodge on Santa Barbara. Tropical Isles will soon send out the required second Meeting notice.

As stated earlier in this meeting, we will now have a full, five-member Board. We are pleased that Susan's service will continue and welcome Kevin and Peg to the Board.

Board Goals

One of the priorities for the Board is to undertake and direct the review of our governing documents.

In accordance with the CC&Rs and Bylaws, changes to these documents must be approved by the Membership, and also subject to attorney review to ensure compliance with all applicable laws.

Given the importance and impact of these governing documents, we are asking for volunteers who are willing to serve on a sub-committee, whose sole purpose is to review and propose amendments to the CC&Rs and Bylaws.

Don Montgomery volunteered to serve on this sub-Committee.

The Board is seeking legal advice to determine the best practices for approaching this large task. The process may include a wholesale re-write of the documents, but at the least must include tracking of edits (additions and deletions).

7. OWNER COMMENTS / OPEN FORUM:

Question: "Who is responsible for eliminating grubs in lawn turf.

Answer: This will be handled by the new landscaping company, American Allegiance.

Issue: WastePro continues to contact individual homeowners for access through front gate.

Response: They have been assigned a unique 4-digit gate access code. We will have Tropical Isles send WastePro a reminder to use this code.

Social Events

Susan Dyszel took a moment to remind those Members in attendance about the variety of Social Events available to everyone. Some events require an RSVP to participate; please contact the coordinator of that event.

The Social Committee is working to schedule a community-wide event for the Spring. A Pig Roast is tentatively scheduled for Saturday, April 29 at the Pavilion. All are invited to this family-friendly event. If you would like to participate, please contact Jim Petrick.

8. NEXT MEETING(S):

The Annual Members meeting and next Board of Directors meeting is scheduled for Thursday, March 16, 2017 at 6:30 pm, at the Masonic Lodge, 244 Santa Barbara Blvd., Cape Coral, Florida.

9. ADJOURNMENT:

There being no further business, the meeting was adjourned at 3:48 pm.

Respectfully submitted,

Linda Foreman
Secretary, Board of Directors
Celebration Cape Association

(The preceding minutes were approved by the Board of Directors on March 16, 2017.)

Approved