

Dunedin Palms Homeowner's Association, Inc.

130 Patricia Avenue, #19

Dunedin, Florida 34698

Board of Director's Meeting, February 12, 2014

President Don Lessard called the meeting to order on Wednesday, February 12, 2014 at 9:10am in the Dunedin Palms Clubhouse at 130 Patricia Avenue, Dunedin, FL 34698.

**Roll Call of Officers and Directors:** Present were Don Lessard, President, Roe Bongo, Vice President, Don Butterfield, Treasurer, Joe Carideo, Director, Don Wallace, Director, and Tollie Holtzclaw, Director and Stephanie Lopez, Community Mgr. Theresa Tarozzi, Secretary was excused from the meeting. The **Proof of Notice** was placed on Sunday, February 9<sup>th</sup> at the 2 locations, clubhouse and office.

**Reading of Minutes of January 8<sup>th</sup>, Board minutes:**

**Motion:** A motion was made by Don Butterfield, Treasurer to approve and dispense with the reading of the Board Minutes of January 8, 2014 and was 2<sup>nd</sup> by Roe Bongo, Vice President. All in attendance were in favor of the motion, therefore the motion was approved.

**Financial/Social/Coffee reports:** Don Butterfield, Treasurer presented the reports as of January 31, 2014. Social Balance: \$4,236.32; Coffee Balance: \$226.72; Financial report – Revenues: \$30,797, Expenses: \$14,164.66, Net Total: \$16,632.34, Bank balance: \$27,785.58, Total Assets: \$2,029,505.72, Total Liabilities: \$270,233, Total Liabilities and Equity: \$2,029,505.72.

**Motion:** Roe Bongo, Vice President made a motion to accept the reports and to include a copy of the Operating Statement and Balance Sheet for each month be made as an attachment to the minutes, this was 2<sup>nd</sup> by Joe Carideo, Director. All in attendance were in favor of the motion, therefore the motion was approved.

**End of Year Tax Preparations:**

**Motion:** Don Butterfield, Treasurer made a motion to have Cormier & Rabb, CPA's, PA perform the 2013 taxes for DPHAI. It was 2<sup>nd</sup> by Tollie Holtzclaw, Director. All in attendance were in favor of the motion, therefore the motion was approved.

**End of Year Financial Report to the members:**

**Motion:** Don Butterfield, Treasurer made a motion to have Ameri-Tech complete the end of year report for submission to the members by month end February, 2014, in summary form, as required by the Statutes and the By-Laws. Roe Bongo, Vice President, 2<sup>nd</sup> the motion. All in attendance were in favor of the motion, therefore the motion was approved. Ameri-Tech Mgmt Co will provide copies for all members.

## Old Business:

### a. Unit #37:

Mr. Glansman confirmed he does not have an active purchase & sales agreement on his unit. As a result, President Lessard informed him that all legal efforts to clear title clouds funded by the park will end. President Lessard informed him that we have a new process policy that indemnifies the buyer and seller for clouds created by previous title transfers. Such closings will cost the buyer and seller approximately \$475 each. President Lessard also informed Mr. Glansman that at his cost he could finalize the cloud issue for his share and that Mr. Zinzow had estimated a 4 to 7 hour effort to complete.

### b. Indemnification of Mr. Cianfrone:

President Lessard presented an indemnification agreement forwarded to us by our new Park lawyer. The agreement would indemnify Atty. Cianfrone for work accomplished on title transfers prior to his becoming our attorney. The agreement requires our signature. Joe Carideo, Director suggested the original form lacked specific wording which Mr. Carideo agreed to provide.

Note: Subsequent to the meeting additional wording was added and forward to Atty. Cianfrone. Upon revision of the agreement, it was signed by all.

## New Business:

- a. **Hardship requests** - #38 Fox –asks that her son be able to stay with her during the winter stay as she can't be alone; #33 Delorge – asks to have help stay with them as they are both convalescence; #12 Bailey – needs to have her daughter stay with her while she recovers from a fall.

**Motion:** A motion by Tollie Holtzclaw, Director was made to approve all three hardship cases, this was 2<sup>nd</sup> by Don Wallace, Director. All in attendance were in favor of the motion, therefore the motion was approved.

- b. **Clubhouse kitchen renovation:** Volunteering members of the committee are; Marvel VanNorman, Liz Wright, Shirley Clark, Barb Rivard and Dave Munroe. The chair is to be selected by the committee.

Don Lessard, President identified the committees responsibilities and issued a plan of action, for the committee i.e. (1) Reach consensus on what needs to be done. (2) Obtain estimates, preferably 3 for the cost of accomplishment and the time frame to complete. (3) Make a recommendation to the Board and obtain Board approval. (4) Obtain necessary permits if required.

**Motion:** A motion was made by Don Wallace, Director to approve the plan and to appoint Tollie Holtzclaw as the liaison to the Kitchen Committee, this was 2<sup>nd</sup> by Joe Carideo, Director. All in attendance were in favor of the motion, therefore the motion was approved.

- c. **Housing for Older Persons Act (HOPA):** Senior Park are required to take a census every two years, documenting the percentage of the people over 55 years. We need at least 80%. Means of identification are passport, birth certificate, driver's license. An additional affidavit is required if Park is not at least 80%.

**Motion:** A motion was made by Tollie Holtzclaw, Director to volunteer as the lead on the census and was 2<sup>nd</sup> by Roe Bongo, Vice President. All in attendance were in favor of the motion, therefore the motion was approved.

- d. **Recreating our various committees:** Listing of names on record for various committees  
Grounds & Trees –Gary Russell, Lake Maintenance-Dave Munroe, Pool-Ray Guay, Social Committee-Ann Daigle, General Maintenance-Bruce Russell, Electric-Lanny Bashant, ShuffleBoard-Charles Lesser, Sales & Rentals-Roe Bongo, Insurance-Margaret Lesser. Don Lessard, President.

**Motion:** A motion was made by Roe Bongo, Vice President to accept the names mentioned by Don Lessard, President, this was 2<sup>nd</sup> by Joe Carideo, Director. All in attendance were in favor of the motion, therefore the motion was approved.

- e. **Website passwords:** Question raised by Mrs. Gorton as to whether our website should be password protected. Joe Carideo, Director and website manager said that any personal information is always blacked out and the telephone/email list is not on the website. He reiterated that nothing in the website is there that should not be there. He recommended leaving it as is.

**Motion:** A motion was made by Vice President Roe Bongo to leave the website without password protection as is, this was 2<sup>nd</sup> by Don Butterfield, Treasurer. All in attendance were in favor, therefore the motion was approved.

- f. **Board Basic Course:** Our management company, Ameri-Tech is offering a Board required course, by Florida statutes, at no cost. Upon completion a certificate is given that they have completed successfully the requirement of the 4 hour course. The course is made available at the Ameri-Tech office from 9-1pm.
- g. **Closing procedures units with current clouds.** President Lessard reported that he asked Atty. Cianfrone if his process would create future clouds on units for which we have previously paid attorneys to clear titles or for units with the original owner. Atty. Cianfrone assured us that his approach to closings would not create additional clouds.
- h. **Current Insurance Coverage Review:** Based on advice from our Management Company, we need to ensure we have sufficient property coverage and liability coverage for our board members and volunteers. President Lessard stated that he would like schedule a meeting with

our Insurance Agent. Margaret Lesser agreed to accompany him to such a meeting and President Lessard asked for a volunteer from the board to also attend. Don Butterfield, Treasurer volunteered his services.

- i. **Request to paint driveways:** The Board received requests from #104-Money to paint the walkway and driveway a dark green color, similar to #107-Blazick's property; request of #6-Ellis to paint driveway a green/gray color; request for painting of trim #72-Daigle the same color as driveway.

**Motion:** A motion was made by Don Wallace, Director to approve all three requests as stated, this was 2<sup>nd</sup> by Joe Carideo, Director. All in attendance were in favor of the motion, therefore the motion was approved.

- j. **Raymond James Corporate Resolution:** A Corporate Resolution from Raymond James needs to identify the President, Vice President, Treasurer and Secretary for our Investment account. This allows these officers to speak with Raymond James about our account.

**Motion:** A motion was made by Roe Bongo, Vice President to complete the Corporate Resolution for our investment account at Raymond James, this was 2<sup>nd</sup> by Don Butterfield, Treasurer. All in attendance were in favor of the motion, therefore the motion was approved.

- k. **Approval of purchase agreements:** We have 4 purchase agreements. All have included the following for Board approvals; tenant check, application for share purchase, background check, and termite inspection. #18 Lesser to Blanchard, #46 True to Houlihan, #95 Gallerani to Stroehler, #39 Lunsford to Munroe. As the Munroe's will be removing the mobile from the Park, it was asked that the termite inspection on the mobile be exempt. The ground will be covered and treated once the removal takes place. Renter's: #22 Mikey Kelley to Ruth & Glen Martin included the background check, check to cover cost of background check and a copy of age verification (Roe Bongo has seen this copy, however can not find it in the office).

**Motion:** A motion was made by Don Wallace, Director to approve all four purchases and the rental requests as stated, this was 2<sup>nd</sup> by Joe Carideo, Director. All in attendance were in favor of the motion, therefore the motion was approved.

- l. **Purchase of Club House Freezer:** The Social committee asked for a new freezer as the previous freezer had died. They received 3 estimates. The recommendation is a new freezer, 13.7 cubic ft, frost free, upright, guarantee for 1 year, includes delivery charges for \$534.

**Motion:** A motion was made by Joe Carideo, Director and 2<sup>nd</sup> by Tollie Holtsclaw, Director to purchase the freezer. All in attendance were in favor of the motion, therefore the motion was approved.

- m. **Raised toilet seats for clubhouse:** The social committee requested we install raised toilet seats in the two clubhouse toilets.

**Motion:** A motion was made to table this item by Don Wallace, Director, this was 2<sup>nd</sup> by Don Butterfield, Treasurer and to investigate costs of replacing toilets and the height of the current toilets. The item will be discussed at next meeting. All in attendance were in favor of the motion, therefore the motion was approved.

**Steps for Closings:**

Vice President Roe Bongo identified the steps necessary by Buyer & Seller for selling of shares.

They include a purchase and sales agreement, application for share purchase, background check for 1 person \$25, for 2 -\$50. Canadian for 2 people \$100., copy of driver's license to show age, and a termite inspection. All of these forms must be complete for Board approvals. Renter's forms include an application, background check & payment, age verification. All of these forms must be complete for Board approvals. A copy of the forms and steps to be completed are available in the office.

**Motion:** A motion was made by President Lessard to adjourn the meeting, at 10:25am and 2<sup>nd</sup> by Vice President Roe Bongo. All in attendance were in favor of the motion.

Respectfully submitted ,

Theresa A. Tarozzi, Secretary