

LAKE PLACE CONDOMINIUM, INC – BOARD OF DIRECTORS MEETING MINUTES –
www.lakeplacecondo.org

DATE: Wednesday, May 22, 2024. Time: 6:30 P.M.

Location: Town 'n country Public Library - 7606 Paula Drive Suite 120, Tampa Florida 33615

Minutes of meeting provided by Mickey McCommons

- A. CERTIFY QUORUM – CALL TO ORDER: A board quorum was established with all board members present. The meeting was held in person with a mix of homeowners/residents present via Zoom meeting software and in person. Former Property manager Quan Vo and new manager Ronny Dunner were present. The meeting was called to order at 6:32 P.M. with a Zoom meeting option afforded to residents unable to show up in person.
- B. PROOF OF NOTICE: It was confirmed that the notice for monthly meeting was emailed to homeowners and on website within the required timeframe. It was also placed on the bulletin board.
- C. APPROVAL OF BOARD MEETING MINUTES: Previous board meeting minutes were approved by the board.
- D. PRESIDENT’S REPORT:
 - 1) PRESSURE WASHING – This was completed for all of the vinyl fencing both sides, spot areas around the pool and the entire pool deck was done for no additional cost.
 - 2) BOLLARD REPAIR – this was completed for the south gate. Quan confirmed the amount collected from the owner who caused the damage was sufficient to completely pay for repair.
 - 3) POOL AREA REPAIRS – a lattice fence was added to camouflage the chemical barrels and keep people (especially children) from opening lids or dumping barrels, fencing was fixed, the “No Swimming” sign was righted. Will ask Bay Area if they can add additional screws to lattice fence as it is already warping from the heat. We asked Ronny to contact pool cleaning company to address the chemical barrels being so easy to open.
 - 4) TREE TRIMMING AND REMOVAL – Phase 3. The focus is on smaller branches and trees, many of which are behind units, and any branches touching awnings or homes and the removal one very large dying tree in front of 6902/6904 Lake View Court. With the help of an arborist, we are now developing a Lake Place Landscape and Tree Plan and it contains eliminating trees that are invasive before they become a problem. This maintenance plan will save on potential damages and on money. It is unfortunate that residents, past and present, have planted various types of plants and trees on association property without regard to their proper maintenance or potential negative effects. We still have a root problem to address.

- 5) LP2 WOOD REPAIRS AND PAINTING – Work has resumed after more than enough proxies were collected to reallocate funds. Four more units are now complete – 9020 – 9010 LPL and 9008 – 9002 LPL have begun. Continued issue with people not clearing personal belongings from the outside of their units and not moving cars away from buildings. Lakeview Ct will be the next area for repairs.
- 6) PEST CONTROL – it is drywood termite swarming season and we have had several residents report swarming. Naturazone came out last Thursday and checked with each resident. No signs of infestation. Swarming is the last hoorah for termites meaning when you see a group of termites, it is likely that they are dead or dying. Unless you see FRASS, which is like sawdust, boring holes, you just need to clean them up.

E. COMMUNITY ISSUES:

- 1) GUTTERS – Currently we have no reserves in the Master for the fixing, replacing or cleaning of gutters. With the short fall, we will look into adding a reserve for this and funding it. Also, there's nothing we can do about gutters at this moment.

- 1) SOUTH GATE – Stuck in the open position several times in the last few weeks. Gatetech came out regarding the gate being stuck open frequently and didn't find any problems. Charge was \$185.

We need a list of gate companies we work with and several estimates for changing the gate code. We need a written procedure to reset the gate. Ronny suggested that gates like ours often have a battery that if there is a power outage, the gate will open and stay open. We need to check if that is the case with ours. Will check with Christina Kelly to see if she has any info. If not, we can have a gate company investigate for us.

- 2) GATE CODE CHANGE – We do this about every 1.5 years. The Board has come up with a procedure to be followed:

PRIOR TO GATE CODE CHANGE

- 1) Ensure we have all owner contact info updated
- 2) Send out email and physical mail message with effective date for change and the new gate code (yes, there's a cost to mail but it's the only way to ensure everyone gets the new code). In letter, remind all that they need to contact any recurring vendors who they have given the code to and supply new number.
- 3) Put note on bulletin board of effective date for new gate code and for residents to check their mail for new code.

- 4) Put on website a message of effective date for new gate code and for residents to check their mail for new code. If they have any questions to contact Quan.
- 5) Add to next Board meeting agenda (this may be after the notice is given depending on timing, unless we plan to do this shortly after a Board meeting).

IMMEDIATELY AFTER CODE CHANGE

- 1) Notify Sheriff – Master Deputy Melvin Jones #3552 at 813-247-0330
mnjones@hscotampa.fl.us
 - 2) Notify Waste Management
 - 3) Notify Postmaster
 - 4) Notify Fire Department
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- 3) **PLUMBING ISSUES/BREAKS** – We recently had a water pipe piece going to unit water shut off valve at 6924 LVC come loose. It was a deluge and was running for several hours. The plumbers couldn't find the shut off valve. This has happened twice in the last 6 months. There must be a procedure to give to the plumber called to locate and turn off the valves. I believe these valves should be more clearly marked. **ACTION ITEM for Ronny** – need to confirm the plumbing companies you contact and what written instructions are given to the plumber about where the shut off valves are. Property manager should keep in constant contact with plumber until they confirm they have located the shut off valve. If you call a company and they say it will be several hours to fix, you **MUST** find one who can come right away. What is the procedure for reporting a plumbing leak by the Board or residents? This all needs to be in writing.
 - 4) **HURRICANE/TROPICAL STORM PREPAREDNESS PROCEDURES** – If we were to lose power (for any reason) especially storm related, how would we be able to open one or more of the gates? What other procedures are in place in writing? Ronny needs to provide. Quan stated that Ameritech sends out hurricane instructions to homeowners at the start of each hurricane season and will continue.
 - 5) **INSURANCE SHORT FALL** – We have a \$30K shortfall. Cori is looking into what can be done as she is cleaning up the budget. We have received no guidance from Ameritech around this issue to date. **ACTION ITEM for Cori & Kimberly** – Schedule meeting with Ameritech to address this.
 - 6) **LAKE PLACE 1 WATER INTRUSION UNIT LIST** – this has not been provided by Quan as we asked for a month ago at our last meeting.

ACTION ITEM for Ronny - when can we expect this? We cannot make plans for funding if we do not know which units have reported being in need. We need a proper document/spreadsheet with this info and not notes scribbled on paper.

- 7) LAKE PLACE 1 BALCONY REPAIRS/REPLACEMENT LIST – this has not been provided by Ameritech. Ameritech called a company Engineering Inspections & Restoration Services and I spoke with the CEO Tom Crosier who came out and let us know he would have a quote for us. That was 3 weeks ago. We were also alerted by Ameritech that there are at least 4 balconies in Lake Place 1 that are structurally unsafe but they would not and have not given us the list to notify residents. Ronny said the vendor would have us the information shortly and will have it listed by severity. Two are critical. They will have a quote also. We also stated that we do not like Ameritech taking it on themselves to contact vendors and have them come out without letting us know. We don't want to only use Ameritech preferred vendors. We want to be able to supply who Ameritech contacts as we have vendors who act quick for us. Ronny said he will get a list of our vendors from us.
- 8) VIOLATIONS – We were told at the last meeting that the only way to enforce violations beyond letters and notices was to have a Fining Committee. We still have not received any guidelines, advice, statutes as to what this entails, what can be charged, examples, is this legal and/or binding, what happens if the resident refuses to pay, etc.
Quan supplied the info on setting up a Fining Committee. However, it is not completely clear. Will look into getting a clear path to set this up properly.
We have repeat offenders that we are unable to correct the behavior without fines. Ongoing issues for which we have issued violations – unsafe balconies in LP2, cat food piles in gutters, driveways and under cars, car with oil leaking on carport, driveway, and in guest parking, trash on outside of units, parking violations.
- 9) FEEDING ANIMALS – It is important that people do not feed any animals outside due to a problem we are having with multiple raccoons on the property. Do not leave food out for cats/dogs and don't feed ducks. If you see something, say something.
- 10) FIRE EXTINGUISHERS – We need them to be serviced. The vendor who performed the service in the past is no longer in business. A new homeowner offered to supply a vendor contact for this so we can get an additional quote.
- 11) POOL FINISHING - There is damage to tiles on side of pool which need to be fixed as the tiles are glass and could be a health hazard. We are looking to get a solution for it. We have 4 reserves for the pool so we should have funds to resurface it. We also

need to look at repairing/replacing fencing in pool area. Ronny said there are so many reserves because former management company had them and it never was changed. We do not have 3 bids yet for the resurfacing pool and are working on getting more. We need 2 more for resurfacing and 2 for pool repairs.

F. TREASURERS REPORT:

- 1) Cori provided a synopsis of financials up to date. A balance sheet was distributed to board members displaying current operating costs as of end of April. Master has \$51,181.15 in Operating and \$101,857.53 in Reserves. LP1 has \$18,736.28 in Operating and \$35,283.57 in Reserves. LP2 has \$14,543.51 in Operating and \$161,517.96 in Reserves.
- 2) 3 from LP1 haven't paid the assessment. 1 is with attorney. All others have paid the assessment. The 1 homeowner with the 1 with attorney attended meeting and confirmed he already sent the assessment payment in. He stated concerns about repairs he requested not being done. Kimberly explained that we are working on the funding for the items on the repair list.

G. MANAGERS REPORT:

- 1) Discussion on timing for sending out delinquency and attorney notices. Board will discuss with Ameritech on the timing the Board would want on how often to notify for collections based on the age and amount of delinquency. We can set up parameters of when to send to attorney.
- 2) Gatetech came out regarding the gate being stuck open frequently and didn't find any problems. Charge was \$185.
- 3) May 16 there was a plumbing issue which required a repair. There was an issue finding the water shut off valve. We need to understand the exact locations of all water shut off valves. We plan on marking them to make them easier to find.
- 4) Quan gave Board instructions on setting up a Violations Committee
- 5) 6916 LPC has sales application which was sent out to board as FYI.
- 6) ABCO fire extinguisher company is out of business. We will need to reach out to the new company for servicing. Bid from Piper was \$24 per extinguisher to inspect and service them in community.

H. OLD/NEW BUSINESS:

1) No new ARC requests.

I. OPEN FORUM:

- 1) 6923 LPC owner said they had damage outside 2nd bedroom. Will send photos to Board.
- 2) Owner said there's an issue with wasps. It seems there's a problem with the bathroom windows to where it is susceptible to allowing wasps to get in. They were told by pest control that they don't treat higher than 6 feet. We will check with vendor to confirm if they handle it if they find a problem that is higher up than 6 feet. Ronny will check to see what is covered in our contract with the pest company.
- 3) Margarita in 6923 LPC said she would be on Fining Committee. We have other people to contact to see if they want to be on the committee. She will also work with Cori to see about having letters created with general tips for residents as we approach a particular season and have them left at all doors.

J. MEETING ADJOURNMENT: Meeting was adjourned at 8:28 P.M.

Next meeting date: June 26, 2024, with Zoom meeting option available. Location: Town and Country Regional Public Library 1st Floor Community Room A at 6:30pm – 7606 Paula Dr. #120, Tampa, FL 33615.