

WATERLEFE MASTER PROPERTY OWNERS ASSOCIATION, INC.
995 Fish Hook Cove
Bradenton, FL 34212

BOARD OF DIRECTORS MEETING
Wednesday, April 27, 2016, 3:00 p.m.
Held at the River Club

MINUTES

1. OPENING

a. Call to Order, Roll Call, Establish Quorum

President Bob Griswold called the meeting to order at 3:00 p.m. Board members present were Tom Werner, Dik Hall, Chuck Gregory and Franklyn Dickson. A quorum was present.

b. Proof of Notice of Meeting - The meeting was posted and duly noticed.

2. APPROVAL OF OUTSTANDING MINUTES

Dik moved, seconded by Chuck, to approve the minutes from the March 23, 2016 meeting. **The motion passed unanimously 5-0.**

Bob introduced Patricia Castellano of Simply Verde to address the meeting. Simply Verde has been retained to propose a design for landscaping at the front of the River Club. They were the vendor used by the CDD in the redesign of landscaping around the front gate and along Upper Manatee River Road. She provided a brief background of her education and experience and then explained the process of design that her company goes through. The main factors to be evaluated are drought tolerance, color, and resistance to damage from cold weather as far as plant choices. The soil will be analyzed. The hardscape will be looked at and a plan made to improve it will be provided. The goal is to make the entrance to the River Club safe, appealing, and filled with landscaping that will last.

Bob then stated that the public will be asked to provide feedback after the plan is presented. There will be a whiteboard conceptual rendering prepared for display for that purpose. Timing of implementation will depend on cost. The design period will take 3 to 4 months.

3. MOTIONS FOR APPROVAL

a. Tom moved that the New Charter for the Amenities Committee be adopted and a copy attached to these minutes and posted on the Waterlefe Website in place of the previous Charter. He explained that he had found two charters and this is to clarify. The new charter has "Revised 3-21-16" on the top. The motion was seconded by Franklyn and **passed unanimously 5-0.**

b. Next Tom moved that the attached guideline regarding purple martin bird houses be adopted and added to the new MPOA Guidelines for Residential Change dated March 2016, adopted at the March monthly meeting. He stated that Michaela Valletta, chairman of the DRB, held a special meeting on the issue and worked very hard to come up with this guideline. Existing purple martin bird houses will have to comply. Tom read the guideline and there was

some discussion, after which Bob seconded the motion and **it passed 4-1**, with Franklyn opposed.

c. Tom then moved that the attached Policy 35 be adopted regarding mailboxes, mailbox poles and mailbox lights, and that this policy be posted on the Waterlefe Website. Bob stated that there will be a demonstration with a mailbox pole after the meeting and suggested waiting for this motion.

d. Chuck stated that J.P. Morgan Chase has assumed ownership of unit 960911 after negotiation and has paid \$3,880 of the accounts receivable amount of \$23,233.14 due at the ownership change. The balance of \$19,353.14 needs to be written off. Florida statutes allow for collection of only the past 12 months of assessments if foreclosure is a financial organization. He then moved that Waterlefe's Treasurer be directed to make the property accounting entries in the accounts receivable to record as bad debt the amount of \$19,353.14 which is non-collectible due to the MPOA ownership change settlement for property identified as Unit 960911, which is 9609 Portside. The motion was seconded by Franklyn. Tom stated that this is just a bookkeeping entry to remove it from accounts receivable, and Ben added that we can still pursue collection of the amount even if it is written off. There will be 2 more foreclosures in May. **The motion passed unanimously 5-0.**

Bob then introduced Bob Davis who is the new controller.

e. Next Bob moved that the Board approve funds for CPR to restore, waterproof and paint the outside of the River Club. Funding is not to exceed \$15,000 of reserve funds and an additional \$3,000 of revenue funds to change the color. However, a revised quote is going to be submitted by the contractor currently painting the Watch II, and he will hold this motion until that has been received.

f. Bob moved that the Board approve funds for Florida Patio to refinish and add new tops to 7 tables around the pool. Funding is not to exceed \$2300 of reserve funds. The current quote is \$2,110.75. The motion was seconded by Franklyn and **passed unanimously 5-0.**

g. Bob next moved that the Board approve parts and labor for Fitness Service of Florida to repair our fitness machines. These costs are not covered by either our lease or service agreement. Funding is not to exceed \$5000 of operating expense for R&M Equipment. The current quote is \$4934.81. The motion was seconded by Franklyn. Ben stated that this will not come out of reserves. **The motion passed unanimously 5-0.**

h. Bob stated that the current River Club server runs on Microsoft 2003 and is no longer supported. The River Club will move to the newer and more powerful Property Management server and it will become our host for data and the Szen system. He moved that the Board approve a not-to-exceed cost of \$3500 for VIP Net Works to upgrade the River Club server system. Cost data from VIP is \$1250 hardware quote, plus \$1725 installation estimate. The plan is to use reserve funds. Jen clarified that this is a software install and Ben confirmed that reserves would be used. The motion was seconded by Dik and **passed unanimously 5-0.**

i. Next Bob moved that the Board approve \$865 to share a homeowner's expense for replacing electric wire to their post light. Most likely Property Management nicked the insulation on the wire while digging near the base of the post. Initial damage would not have been obvious and water in the soil likely caused the wire to ark and fuse together. The motion was seconded by Chuck and **passed unanimously 5-0.**

j. Bob stated that since WCI days homeowners have maintained the electric from their house to their light post and Property Management maintained the electric at the post. It has become necessary to eliminate potential questions that can arise from a shared ownership for this

electrical circuit. Bob then moved that homeowners now maintain the electric all the way from their home to the bulb socket on the top of their light post, and Tom read the new policy which will provide guidance for homeowners and Property Management in this regard. Bob stated that Property Management will string new wire in the pole but will not hook it up. Tom stated that the idea is that MPOA maintenance people should not turn power on or off at a residence. That exposes our workers to injury. **The motion passed unanimously 5-0.**

k. Next Tom reiterated his motion to approve Policy 35 regarding mailboxes, mailbox poles and mailbox lights, and the motion was seconded by Bob. Franklyn suggested that the policy be put in the newsletter prepared by Keith Wenzel, and **the motion was passed unanimously 5-0.**

l. Bob moved that the Board approve \$500 to build and install a railing section that matches the current rail and blocks off the fishing pier. We will also add a sign on the pier that warns it is unsafe for use. The motion was seconded by Franklyn and **passed unanimously 5-0.**

m. Bob moved that the Board approve \$1500 to make repairs to the roof, the work to be done by Colonial Roofing. The motion was seconded by Chuck and **passed unanimously 5-0.**

4. MPOA FINANCIAL DATA

Chuck began with the income statement, and an overhead projector was used to display the full report. Revenues for March were over budget by \$49,884, \$27,810 of which is due to settlement monies coming in from the defendants in the Shores litigation. Year to date income is over budget \$58,097. Cost of sales is over budget \$5,464 for March and year to date \$5,610. March payroll was under budget by \$4,889 and year to date \$18,304. For March we were over budget on expenses by \$78,661, and that is because of a drawdown of the construction loan of \$70,000. Year to date we are over budget by \$50,856. It's about even when you take out the construction loan draw. Year to date we have an operating surplus of \$41,065, which is over budget by \$19,935.

Chuck then went over the Aged Owner Balances as of March 31 and stated that the total receivables are \$184,280. Most of that number is made up of long-term delinquents, and action is being taken for collection.

Most of the accounts are below budget. A few which are \$1,000 over budget include mailboxes, which is a large ongoing project; repair and maintenance of the River Club building; uniforms for the staff, which is due to so many special events, and Jen states will even out over time; legal fees for foreclosures; costs of an appeal attorney in case he is needed if the Shores case gets appealed; and the proposed construction expense of \$79,000.

As far as cash flow, Chuck stated that the first quarter of 2016 was the best quarter ever. Our operating account has an ending balance of \$207,277.41, and total reserves is \$347,835.68. Total operating and reserves is \$555,113.09.

5. RIVER CLUB MANAGEMENT AND FINANCE REPORT

Jen Milne began by stating that the first quarter of 2016 was very good. Cost of sales was good, and she is very proud of the numbers. She stated that there were 582 covers in March. Special events are generating a lot of income for the River Club. Past dues are very low because of Bert's great work in that area.

She stated that she would like the Board to consider a social membership policy. The proposal is for two types of social memberships, both attached to golf club membership: summer membership, which would have a \$300 minimum and would include use of the pool and fitness center, and a year-round social membership which would require a \$1200 minimum. Some homeowners have moved and would still like to be active at Waterlefe, both with golf and

socially. Tom thanked her for her work on this and stated he thought it was a great policy. The golf club will market this which will enhance golf club membership.

Next Jen stated she would like to update the smoking policy to include e-cigarettes. She read the current policy that states: "For the benefit of all River Club patrons, smoking is not permitted inside the River Club building or within the screen enclosed veranda. At the rear of the building smoking is restricted to the pool deck level. Members and guests are discouraged from smoking at the front entry to the River Club. Please extinguish and dispose of cigarettes and cigars in the proper receptacles." The policy appears on the website in the members only section under MPOA News. She proposes adding that, "This also applies to e-cigarettes." She also recommended posting the amended policy on the public side of the website and in the River Club dining room, lounge, patio and pool deck. Franklyn so moved, seconded by Tom, and **the motion passed unanimously 5-0**. Jen stated that her staff would work out the details and put up signs.

Jen also suggested implementing a special events dress code. Bob suggested that she work on it and present it next month.

6. PROPERTY MANAGEMENT REPORT

Rita Cohen stated that general maintenance and repairs were performed in March. Nine (9) work orders were completed for the CDD, and the mailbox project is ongoing with 12 mailboxes replaced in March. The pergola has been power washed and the stain has been selected. The shell installation is complete around the River Club. The villas are being mowed twice a week.

Jeff Dieter reported on the sub-associations. The Landings HOA has ceased taking care of the landscaping in that area and each homeowner is now responsible for their own yard. The Watch has hired White Diamond to replace their current landscaping vendor. In the marina, the docks have been sealed. The issue of outsiders fishing in Waterlefe ponds is being dealt with. The sheriff has to be called; the person will be asked to leave. If it happens again they will be cited. Residents are asked to not fish from the pier as the pier is unsafe and is blocked off.

7. UPDATES - COMMITTEE CHAIRS

a. Property Management. Bill Shopovick stated that his committee is ready to move forward with Simply Verde, as has already been discussed. Bob moved that \$6,000 be allocated for the preliminary design work, seconded by Franklyn. The design will be subject to approval of course, and **the motion was passed unanimously 5-0**.

The roof has gone on the kitchen addition. Tile has been installed along with fire sprinklers and air-conditioning. Next week electrical work will start. The work stations are at the distributor. The new refrigerator should be in May 26 and it will be up and running within about a week. He is looking for the construction to be complete around the second week of June.

Mast, the architect, will have drawings done by May 26 which will then be submitted to the Building Department, and it will take about six weeks for approval. The main kitchen will be closed around the third week of August and will take about three to five weeks to complete. Then Chef Dan wants about nine weeks of practice with the new kitchen to get systems down.

There was a discussion about possibly purchasing used equipment for the new kitchen. Bill Shopovick stated that it had been looked at but the opinion was that it won't save a lot of money and is not worth it.

Rita added that Property Management has a projects list for the rest of the summer. A couple of lounge chairs will be redone per month. The pool deck will be closed one day for

cleaning. The pool heater will be taken care of this summer so next year there will be two that work in tandem to keep the water warm when the weather is cool.

b. Design Review Board. Michaela Valletta stated that her committee met April 7 and had a quorum. They are making progress on roof cleaning. There will be an email blast of the new Guidelines for Residential Change and they will be put on the website.

c. Activities. Vicki Joshpe reported that the final event of the season last Saturday night was sold out and a big success. This has been a great year for activities and next year will be great also with most things already scheduled. She and her committee do love comments and suggestions from the community about ideas for events. She also thanked the River Club staff -- Jen, Bert, Chef Dan, Chad, Hal, the servers and bartenders -- for being so great to work with.

d. Amenities. Janice Ritchie reported that Rita and Shop came to her committee meeting to help select a color scheme for the repainting of the River Club. In consultation with Michaela, they prepared three different color schemes for the board to see but they definitely have a favorite that they recommend. The committee also strongly recommends carrying design details across the front of the new addition to provide balance. There was discussion of the color boards in relation to roof color, etc., and Shop stated that he needs a decision on paint color in two weeks. Bob moved to adopt the committee's recommendation of color scheme. The motion was seconded by Franklyn and **passed unanimously 5-0**.

e. Finance. Ben Strader stated that he needs a list of all the projects upcoming so he and his committee can insure that the money is there. The new Accounting Policies and Procedures booklet will be ready next month.

f. IT. No report.

g. Communications. Keith Wenzel will continue to produce a monthly newsletter. He thanked Bert, the Board and the staff for all their help. The anticipated magazine N2 has still not gone to press and Keith perhaps next month will move to terminate the relationship. All Waterlefe data will be returned to us, and if they ever do actually go to press, we can revisit our relationship.

8. UPDATES - MPOA BOARD MEMBERS

a. The Shores. Franklyn stated that the sale of a home of one defendant has closed and we have received \$27,000. Tom is working with Ken Bumgarner to allocate the funds between the MPOA and the CDD. All the rest of the defendants have paid their additional assessment going forward, indicating a tacit approval of Supplement 20. They have filed an appeal to prevent foreclosure. There is negotiation ongoing on payment of attorney fees. The judge ruled that we were entitled to reasonable attorney fees, and there is a hearing set for June 10 on this issue. At that time the MPOA will request about 35 to \$40,000 in attorney fees from each defendant if no agreement is reached before then. We are incurring expenses for an appeals attorney now, and if the defendants lose again, they will also be responsible for those costs.

b. Golf Committee. No report.

c. CDD. Bob extended congratulations to Ken for last night's CDD meeting.

Chuck attended the meeting and stated they addressed trespassing and parking issues in the community, and the information is posted on the CDD website.

Medallion has increased their buildout number to 1400 units. There will be a full access gate at Mossy Branch.

Membership and revenue are both up at the golf course with 126 members currently, and Ken stated that they are currently interviewing for Erik Gowdy's replacement.

Terry Holinski stated that the Planning Commission of Manatee County is having an open meeting on May 5th at 9:00 a.m., and he thinks there should be a Waterlefe turnout at the meeting as they discuss the Medallion increase in units. There was a discussion about the change in the road as the neighborhood gets built, the types of commercial business that will be allowed, and the possibility of a traffic light being installed.

9. UPDATES - TASK TEAMS

a. CATV. No report. .

10. OLD BUSINESS. None

11. NEW BUSINESS. None.

12. HOMEOWNER COMMENTS. None.

13. DIRECTOR COMMENTS. None.

14. ADJOURNMENT. Dik moved, seconded by Tom, to adjourn the meeting. **The motion passed unanimously 5-0**, and the meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Judy Werner