

**Stoneybrook at Heritage Harbour
Community Association, Inc.
BOARD OF DIRECTORS MEETING**

Monday, June 8, 2015
Called to order at 6:00 PM
Stoneybrook Recreational Campus
200 Golden Harbour Trail
Bradenton, FL 34212

MEMBERS OF THE BOARD OF DIRECTORS

Dave Arras, Director	Phil Martinetti, Director	Ira Tropp, Treasurer
Tom Bakalar, President	Lee Miller, Vice President	Dick Williams, Director
Mike Listro, Director	JoAnne Pytlik, Asst. Treasurer	Gene Zeiner, Secretary

Fred Perez, Property Manager, CMCA, AMS, Sondra Nagar, Administrator, ICON Management

AGENDA

1. Call to Order
2. Roll Call/ Establish Quorum
3. Opening Remarks by President
4. Approval of Minutes – May 11, 2015 Tab 1
5. Treasurer's Report - Financials Tab 2
6. Report from HHS-CDD
7. Neighborhood Watch Tab 3
8. Board Member Reports: Tab 4
 - Landscape
 - Legal / Personnel
 - Maintenance
 - Safety / Security
9. Committee Reports: Tab 5
 - Activities
 - ARC
 - Compliance
10. Property Manager's Report Tab 6
11. Old Business: Tab 7
 - A. Discussion on "windscreens" for tennis courts
 - B. Discussion on Investment Strategy for Operating & Reserve Funds
 - C. Update on Phone / Internet / TV package for Rec Center Campus /Office
 - D. Modification of Policy & Procedures on Bulletin Boards
 - E. Renovation / Restoration costs for PM's Office
12. New Business: Tab 8
 - A. Renewal of CDAR
 - B. Revision of BOD Meeting schedule July through December, 2015
 - C. Resident Request: Phyllis Tropp – Hurricane Protection in our community.
 - D. Resident Request: Tom Tullio – "Best Practices-Continuous Improvement"
13. Adjournment
14. Next Scheduled Meeting – July 16, 2015 at 4:00 PM

NOTE: A podium/lectern/microphone will be provided to the residents for comments and questions. Each resident is asked to identify themselves by name and street, direct their question/comment only to the BOD President and limit their remarks to an optimum of 3 minutes. In some cases a clarification or response from the President may be forthcoming or the President may request a Director, Committee Chair or Staff member to respond. However, in most cases it is unlikely that the BOD will respond. The BOD will not enter into any discussion or interaction with the questioner. (Resolution 012714B)

TAB 1
MINUTES OF
PREVIOUS MEETING

**Stoneybrook at Heritage Harbour
Community Association, Inc.
BOARD OF DIRECTORS MEETING**

Monday, May 11, 2015
Called to order at 2:00 PM
Stoneybrook Recreational Campus
200 Golden Harbour Trail
Bradenton, FL 34212

MEMBERS OF THE BOARD OF DIRECTORS

Dave Arras, Director	Phil Martinetti, Director	Ira Tropp, Treasurer
Tom Bakalar, President	Lee Miller, Vice President	Dick Williams, Director
Mike Listro, Director	JoAnn Pytlik, Asst.Treasurer	Gene Zeiner, Secretary

Fred Perez, Property Manager, CMCA, AMS, Sondra Nagar, Administrator, ICON Management
Michelle Patterson, Chairwoman, Tad Parker, Supervisor - Heritage Harbour South CDD were also present.

1. The President called the meeting to order at 2:00 PM.
2. The Roll call was taken by the Secretary. Assistant Treasurer Pytlik & Director Arras were absent. There was a Quorum.
3. President Bakalar's opening remarks to the Board and audience reported he has been receiving positive feedback from residents and even some who have moved away how the community activities have improved and there is so many more options available to have fun. He also stated that since our website is accessible to anyone on the internet we would not post financial information. Residents who want to see the reports can request copies by email to the Office. 2016 budget time is fast approaching and Board and committee chairs need to develop their "wish lists" for the coming fiscal year. They also need to indicate where the funds will come from to implement those plans.
4. The Minutes of the March 9, 2015 meeting of the Board of Directors was presented for approval with a correction on page # 3 adding the words "more years". **Motion by VP Miller, second by Director Martinetti to approve with the corrections. All in favor. Carried.**
The Minutes of the March 23, 2015 meeting of the Board of Directors was presented for approval. **Motion by VP Miller, second by Director Williams to approve. All in favor. Carried.**
The Minutes of the April 21, 2015 meeting of the Board of Directors was presented for approval. **Motion by Director Williams, second by Director Listro to approve. All in favor. Carried.**
5. Treasurer Tropp reported on the balance of operating cash in our account and that the Association carries at least 2 months' worth of expenses on hand. He reported on the balance in the Transition Liability fund and with almost all the transition costs accounted for there will be a surplus and at the recommendation of the Board those monies will be placed in the fund balance account. He reported that the "Aged Owner" account balances are trending down since collections are up. He is working with ICON CFO Fischer to write off small balances. Discussion held with several comments from the audience.

Minutes: Board of Directors Meeting, May 11, 2015. Page # 2

6. Chairwoman Michelle Patterson reported that the CDD is working on an agreement with the Master Association on the roadways.

7. Neighborhood Watch: No Report

8. Board Member Reports:

Landscape – Director Williams reported on the results of the bid process for landscape services and presented a spread sheet (Attached) with the comparison of figures. **Motion by Director Williams, second by Director Listro to award bid to TruScapes, Inc. for a 3 year contract and authorize the President to sign the contract.** Discussion held to verify that the edging of grass median strip adjacent to golf driving range is included and to get a letter of agreement with TruScapes detailing their Emergency Response resources. VP Miller recused himself from the vote due to a personal business relationship with the vendor. **All in Favor, 6 to 0. Carried.**

Director Martinetti reported that progress was being made on the 2 year project to improve the landscape in front of the Rec Center. The oak trees will be removed from the islands and by county mandate must be replaced “tree for tree” and we can plant hollies at the tennis courts as a wind break and satisfy the mandate. There will be an additional yearly maintenance cost of approximately \$6,000 to handle the new planting in the islands. Director Martinetti will work on finding the funds and whether it would be more cost effective to use in-house support staff or put out an addendum to the TruScapes contract. An artist’s rendering of the plan is available in the Property Manager’s office and will be posted to the website. Extensive discussion held about use of “volunteer gardeners” or different less maintenance plantings on the islands. Director Martinetti will report back in June.

Legal / Personnel – Director Williams reported that the settlement agreement has been signed and Medallion Homes has agreed that our HOA is now out of the lawsuit. Our legal fees (approximately \$600.00) will be paid by Medallion.

Director Williams presented a report on a revision to the Personnel Policy. **Motion by Director Williams, second by Director Listro to authorize the President and / or the Vice President to approve classes, time and reimbursement of tuition for Continuing Education Units as they relate to his position as property manager. Approximate cost to be less than \$500 annually.** Discussion held. Roll call vote. Directors Listro, Zeiner, Miller Williams and Bakalar voted YES. Directors Tropp and Martinetti voted NO. **Motion carried 5 votes to 2.**

Motion by Director Williams, second by Director Listro to authorize Property Manager Perez to get additional part-time help and train them in the administrative and clerical duties of the office. Not to exceed 12 hours a week. Discussion held. Costs can be absorbed in the current budget by implementing cost saving policies within the current staff. **All in Favor. Carried.**

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Maintenance – Motion by Director Listro, second by Director Williams to purchase a new battery back-up system for the rear entry gate as presented in the Gate Pro’s proposal at a cost of \$1,160.00. Discussion held and the need to get competitive bids when possible. **All in Favor. Carried.**

It was also discussed that the current policy of limiting the authority to purchase needed items or repairs with a limit of \$1,000.00 be raised to \$2,000.00. Treasurer Tropp agreed but advised that he strongly recommends that whenever possible bids be used. Secretary Zeiner will draft the policy change.

VP Miller discussed the need to repair or replace Unit # 2 AC system in the Rec. Center. Unit has failed. **Motion by VP Miller, second by Director Williams to replace Unit # 2.** Discussion held. Current bids received are for medium grade, commercial units at a cost of about \$6,000.00. It was recommended by Director Martinetti that we consider a higher quality unit by American Standard or Trane. Property Manager was requested to solicit a 3rd bid for the unit. **Motion amended to include the specific manufacturers and place a cost limit of \$9,000.00.** Funding can come from Reserves. **All in Favor. Carried.**

Safety / Security – No Report.

9. Committee Reports:

ARC – No Report.

Activities – Chair Jan Lane provided a report. (Attached).

Compliance – Director Arras & Chair Mark Koch were absent.

Motion by VP Miller at 4:00 PM, second by Secretary Zeiner to extend the meeting by 30 minutes. All in Favor Carried.

Secretary Zeiner reported for Director Arras on the problems still being faced with overnight and commercial vehicle parking. In December, 2014 the Board had moved to place the parking issue in the hands of Alert Security and after the 3rd violation the vehicle would be towed. A subsequent lawsuit between River Strand HOA and a home owner in that community has forced River Strand to abandon the process after losing the lawsuit. Director Arras is recommending that the Board place parking enforcement under the auspices of the Compliance Committee and Property Manager. **Motion by Director Zeiner, second by Director Williams to place parking enforcement under the control of the Compliance Committee.** Discussion held as to what the procedures would be and how many violations before a hearing letter is issued. By consensus the Board agreed to table the procedural issues until both Director Arras and Chairman Koch have returned. On the Motion: **All in Favor. Carried.**

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Resident Louis Hidalgo read a petition he said was signed by residents in the community concerning compliance issues. Secretary Zeiner signed for and noted receipt of said petition. Mr. Hidalgo was advised that a cursory review of the petition revealed that many signatures were illegible, there is no mechanism to verify the signature as a resident and that he would need to provide a legible, typed name and address in the same order of the petition for each signatory. Without that information the petition could not be made part of the public Minutes. He indicated that he would.

10. Property Manager's Report – Mr. Perez provided a written report to the Board. (Attached).

11. Old Business – Due to the shortage of time, President Bakalar requested that all Old Business items be postponed until the next meeting. By consensus the Board agreed.

12. New Business –

A. Discussion on Resolution # 051115 Use of Fireworks.

Motion by VP Miller, second by Director Williams that the Board adopt Resolution # 051115 Use of Fireworks as presented (Attached). Discussion held. Roll Call vote. Directors Zeiner, Miller and Williams voted YES. Directors Martinetti, Listro, Tropp and Bakalar voted NO. **Motion Defeated 4 votes to 3.**

It was requested that the Secretary place an article in the June Newsletter concerning the unlawful use of fireworks in the Stoneybrook community.

13. Adjournment – **Motion by Director Martinetti, second by Director Listro to adjourn at 4:30 PM. All in Favor. Carried.**

14. Next Scheduled Meeting – June 8, 2015 at 6:00 PM.

Respectfully Submitted,

Eugene J. Zeiner, Director and Secretary
Stoneybrook at Heritage Harbour Community Association, Inc.
Board of Directors.

051115 BOD Minutes / ejz

May 4th HOA Activities Committee Report

1. Thanks to Carole Bakalar and her committee, the spring barbeque was a huge success! Not only did it pay for itself, but unless there are other expenses out there that have not come in, there was a profit of \$97.00. There is also ice cream and toppings left over for future events. Left over prizes also be used at future events. Thanks to the board for help serving and supporting the event. It has already been determined that the event will be held again next year, with April 2nd as a possible date.
2. The next dive-in movie has been scheduled for June. Marguerite Pasquale has agreed to chair the event. The owner of Joey D's would like to give back to our community once again and has agreed to donate food for an Italian Night. We are planning to combine the two. We will charge families \$5.00, with no charge for children to help cover additional expenses. The profits will go into our activities fund to help defray costs of future events.
3. Anne Michelle Progner is offering music classes at the rec center. Participants will be charged \$50.00 for six one hour classes. All registration details and payments will be handled by Ms. Progner. The classes are scheduled for Wdnesdays from 11:00 to 12:00.
4. Katie Cassidy is a certified yoga instructor who will be offering yoga classes, beginning Saturday May 9th to residents. Classes will be from 10:00 to 11:15. Participants will pay Katie directly. The fee is \$9.00 per session.
5. We have five volunteers: Linda Birdy, Sandy Anderson, Jeannie Larranaga, Cindy Bellacosa, and Beryl Bosher who have agreed to be readers for our monthly storytime for preschoolers. It will continue to be the first Wednesday of every month at 9:30. Having this many community volunteers will help to make storytime more consistent.
6. No one has signed up so far for the trip to Savannah. Deadline is June 15th.
7. The Easter Egg Hunt had a fantastic turnout and had outstanding reviews by those attending. We had approximately 100 people in attendance.
8. Some activities have stopped for the summer, but are scheduled to start up again in the fall. Those taking a summer hiatus are knitting, line dancing, and karaoke.

Manager's Update

May 2015

Current Projects:

Landscaping Bid – Scope of Work Phase – Awarding of the Bid

Fitness Access to Bathrooms – Contractor Pricing (One Submission 7500.00) On Hold

Office Files – Complete

Web Site Complete

2014 Audit Complete

Electrical Project – Complete

Compliance – 50 Open Violations 60 Parking Violations

Pool Tile Repaired

AC Bids for replacement of AC in Office Area

Adjuster for Leak Repair, quotes given to Insurance Company

Satellite Pool pumps Reconfigured

Satellite Pool Chemically Treat

Main Pool Tiles Repaired

Parking Lot All Working

TAB 2
TREASURER'S REPORT
FINANCIALS

TAB 3
NEIGHBORHOOD WATCH

TAB 4
BOARD MEMBER REPORTS
LANDSCAPE
LEGAL / PERSONNEL
MAINTENANCE
SAFETY / SECURITY

TAB 5
COMMITTEE REPORTS
ACTIVITIES
ARC
COMPLIANCE

TAB 6
PROPERTY MANAGER'S
REPORT

Manager's Update

June 2015

Current Projects:

Landscaping Bid – Contract Signed

Fitness Access to Bathrooms – Contractor Pricing (One Submission 7500.00) On Hold

Pool Tile Repaired

AC in Office Area Complete final 5500.00

Adjuster for Leak Repair, quotes given to Insurance Company awaiting final determination

Satellite Pool pumps Reconfigured and Pool coping grouted

Satellite Pool Chemically Treatment complete

Main Pool Tiles Repaired

Volleyball shower bid phase

Sidewalk Complete

Satellite pool chaise straps estimated completion date 6/15/2015

There is a need to restructure the accounts that contain greater 250,000 dollars

TAB 7
OLD BUSINESS

**Stoneybrook at Heritage Harbour
Community Association, Inc.
BOARD OF DIRECTORS**

Monday, May 11, 2015
POLICY AND PROCEDURES – UPDATE 020915A - Revised

MEMBERS OF THE BOARD OF DIRECTORS		
Dave Arras, Director	Phil Martinetti, Director	Ira Tropp, Treasurer
Tom Bakalar, President	Lee Miller, Vice President	Dick Williams, Director
Mike Listro, Director	Jo Anne Pytlik, Assistant Treasurer	Gene Zeiner, Secretary

Fred Perez, Property Manager, CMCA, AMS, Sondra Nagar, Administrator, ICON Management

The Board of Directors is granted power in the Articles of Incorporation to make, amend and enforce reasonable rules and regulations in the use of the Common Areas and the operation of the Community Association. Historically a Community Bulletin Board has been provided in the Recreation Center for use by residents to exchange information on sales or rentals of properties, merchandise, services and vendors. It is a valuable resource for residents and provides good information in general.

However, it has become an unsightly mess, the original guidelines of 3 x 5 inch cards has long since been discarded and the bulletin board actually detracts from the décor of the Center. In an effort to ensure fairness and equitable use of a community asset the following policy will be placed into effect on Tuesday, May 12, 2015.

POLICY:

Resident posting on the Community Bulletin Board located inside the Recreation Center lobby will be limited in size to no more than a 5 X 7 inch file card. Tear-off strips with phone numbers will not be allowed. Pictures or graphics must adhere to the 5 X 7 inch dimensions and only 1 card per resident is allowed. The date of the initial posting will be written in the upper right hand corner and the posting must be removed when the item is sold or no longer available. The limit for a posting will be 45 days. This includes business cards.

There is currently an electronic resident bulletin board at www.stoneybrookhoa.com and this will eventually replace the current procedures.

By Order of the Board of Directors: June 8, 2015

Eugene J. Zeiner, Director and Board Secretary
Stoneybrook at Heritage Harbour Community Association, Inc.

020915A Policy & Procedures / ejz

BRC Retoration

Insured: Stoney Brook @ Heritage Harbour/ Icon Mgt
Property: 200 Golden Harbour Trail
Bradenton, Fl 34212

Home: 813-843-9733

Estimator: FINK, RON

Claim Number:

Policy Number:

Type of Loss:

Date of Loss:
Date Inspected: 4/24/2015

Date Received:
Date Entered: 4/27/2015 10:01 AM

Price List: FLSR8X_MAR15
Restoration/Service/Remodel
Estimate: STONEYBROOK-4

NOTE: This estimate is for the rebuild and a some additional work required by the remediation.

BRC Retoration

STONEYBROOK-4

Entry/Hallway

DESCRIPTION	QTY	UNIT PRICE	TOTAL
19. R&R 1/2" drywall - hung, taped, floated, ready for paint	48.00 SF @	1.93 =	92.64
21. Texture drywall - light hand texture	48.00 SF @	0.38 =	18.24
22. R&R Baseboard - 5 1/4" hardwood	16.00 LF @	7.63 =	122.08
24. Seal/prime then paint the surface area (2 coats)	48.00 SF @	0.75 =	36.00
26. Paint baseboard - two coats	16.00 LF @	1.00 =	16.00

A/C Closet

DESCRIPTION	QTY	UNIT PRICE	TOTAL
27. Drywall patch / small repair, ready for paint	1.00 EA @	44.71 =	44.71
28. Texture drywall - light hand texture	18.75 SF @	0.38 =	7.13
29. Seal/prime then paint the surface area (2 coats)	18.75 SF @	0.75 =	14.06

NOTE: The a/c repairs will be done by others.

Office

LxWxH 18' x 13' x 9' 6"

DESCRIPTION	QTY	UNIT PRICE	TOTAL
41. R&R Baseboard - 5 1/4" hardwood	16.00 LF @	7.63 =	122.08
42. Window blind - horizontal or vertical - Detach & reset	1.00 EA @	33.48 =	33.48
32. 1/2" drywall - hung, taped, floated, ready for paint	78.00 SF @	1.53 =	119.34
33. Texture drywall - light hand texture	123.50 SF @	0.38 =	46.93
34. Seal/prime then paint the walls (2 coats)	589.00 SF @	0.75 =	441.75
35. Paint chair rail - two coats	62.00 LF @	1.00 =	62.00
36. Paint baseboard - two coats	62.00 LF @	1.00 =	62.00
44. Tile / Cultured Marble Installer - per hour	4.00 HR @	40.46 =	161.84
NOTE: Repair tile floor with owner providing material where cabinet was removed.			
37. Contents - move out then reset - Large room	1.00 EA @	59.79 =	59.79

Miscellaneous

DESCRIPTION	QTY	UNIT PRICE	TOTAL
10. Haul debris - per pickup truck load - including dump fees	1.00 EA @	132.13 =	132.13
39. General clean - up	3.00 HR @	25.72 =	77.16

BRC Retoration

Grand Total Areas:

589.00 SF Walls	234.00 SF Ceiling	823.00 SF Walls and Ceiling
234.00 SF Floor	26.00 SY Flooring	62.00 LF Floor Perimeter
171.00 SF Long Wall	123.50 SF Short Wall	62.00 LF Ceil. Perimeter
0.00 Floor Area	0.00 Total Area	0.00 Interior Wall Area
0.00 Exterior Wall Area	0.00 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

BRC Retoration

Summary for Dwelling

Line Item Total	1,669.36
General Contractor Overhead	166.93
General Contractor Profit	166.93
Material Sales Tax	21.25
Total Cleaning Tax	6.02
	<hr/>
Replacement Cost Value	\$2,030.49
Net Claim	\$2,030.49
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FINK, RON

TAB 8
NEW BUSINESS

BB&T
4320 Kahn Drive
Attn: CD/Ira Administration
Lumberton, NC 28358

Date 04/30/15
Page 1 of 3

****STONEBROOK AT HERITAGE HARBOUR
COMMUNITY ASSN INC
C/O ICON MANAGEMENT SERVICES
5284 PAYLOR LANE
SARASOTA, FL 34240**

Subject: CDARS® Customer Statement

Legal Account Title: ****STONEBROOK AT HERITAGE HARBOUR
COMMUNITY ASSN INC**

Below is a summary of your certificate(s) of deposit, which we are holding for you as your custodian. These certificate(s) of deposit have been issued through CDARS by one or more FDIC-insured depository institutions. Should you have any questions, please contact us at **YOUR LOCAL BANK**.

Summary of Accounts Reflecting Placements Through CDARS

Account ID	Effective Date	Maturity Date	Interest Rate	Opening Balance	Ending Balance
[REDACTED]	01/29/15	04/30/15	0.06%	\$25,749.58	\$0.00
[REDACTED]	04/30/15	07/30/15	0.06%	\$0.00	\$25,753.43
866846	12/26/14	06/25/15	0.1%	\$140,223.46	\$140,223.46
[REDACTED]	01/29/15	07/30/15	0.1%	\$26,094.04	\$26,094.04
[REDACTED]	07/31/14	07/30/15	0.25%	\$26,647.58	\$26,647.58
TOTAL				\$218,714.66	\$218,718.51

RECEIVED
MAY - 5 2015

**Stoneybrook at Heritage Harbour
Community Association, Inc.
BOARD OF DIRECTORS
2015 Meeting Calendar - REVISED**

Stoneybrook Recreational Campus
200 Golden Harbour Trail
Bradenton, FL 34212

MEMBERS OF THE BOARD OF DIRECTORS		
Dave Arras, Director	Phil Martinetti, Director	Ira Tropp, Treasurer
Tom Bakalar, President	Lee Miller, Vice President	Dick Williams, Director
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Fred Perez, Property Manager, CMCA, AMS, Sondra Nagar, Administrator, ICON Management

All meetings are held at the Recreation Center Campus. Meeting times are at 4:00 PM except for the Annual Budget Meeting at 6:00 PM and take place on the 3rd Thursday of each month.

July 16, 2015	4:00 PM	
August 20, 2015	4:00 PM	
September 17, 2015	4:00 PM	
September 24, 2015	4:00 PM	Budget Workshop Meeting
October 15, 2015	4:00 PM	
October 22, 2015	4:00 PM	Budget Workshop Meeting (if required)
October 29, 2015	4:00 PM	Budget Workshop Meeting (if required)
November 19, 2015	6:00 PM	Annual Budget Meeting
December 17, 2015	4:00 PM	

Eugene J. Zeiner, Secretary & Director
Stoneybrook at Heritage Harbour Community Association, Inc.
Board of Directors