

**UNIVERSITY PLACE NEIGHBORHOOD ASSOCIATION, INC.**  
**MINUTES OF THE April 18, 2018 MEETING OF THE**  
**BOARD OF DIRECTORS**  
**CHARLES TOWN POOL**  
**7805 CHARLESTON STREET, BRADENTON 34201**

**CALL TO ORDER:** The meeting was called to order by Director Wilson at 6 PM.

**DETERMINATION OF QUORUM AND PROPER MEETING NOTICE:** Proper notice was posted and the meeting notice was confirmed to be consistent with the Florida Statutes and the Association documents. Directors Wilson, Williams, Lerman and Murphy were present. Director Rahman was absent. Residents in attendance: Armand Houze, Michealene Houze, Cheryl Anderson, Vicky Kahle, Angi Pusateri, Lorraine Gawronski, Ian Lerman, Pat Lascari, Roland Lascari, John Daluz, Patrick Gillespie, Ron Murphy, Rick Bailey, Elein Kaiden, Richard Kaiden, Ernst Ruppert, Christa Ruppert, Jane McDonald, Colleen Lynch and Ben Wilson.

**APPROVAL OF MINUTES:** A motion was made by Director Williams and seconded by Director Murphy to approve the March 21, 2018 meeting minutes with amendments. Motion carried unanimously.

**NEW BUSINESS:**

**Seven Oaks Pool Deck Pavers (sealing):** Stephanie provided a bid from Besterman Hardscapes in the amount of \$3,908 to clean and seal the pavers at the Seven Oaks Pool. The sealant used is a water-based wet look sealer. There was a brief discussion regarding different types of sealers and the long term effect on the pavers. A motion was made by Director Murphy and seconded by Director Lerman to approve the bid and request that the sealing is done in late August or early September. Motion carried unanimously.

**Seven Oaks Pool Deck Furniture:** After a few comments from residents at the Seven Oaks Pool regarding adding a few more tables and chairs, Stephanie requested a bid from Florida Patio Furniture for two tables and eight chairs. Stephanie provided the bid in the amount of \$1,466.26 to the Board. There was a discussion regarding the funding as well as the need. Director Murphy requested that this be tabled until the next Board meeting at which time she will be able to report on the current new capital purchases line item and funding. Stephanie will also contact Florida Patio to see if the discount that was given will be extended until the next meeting.

**Seven Oaks Pool Landscaping Proposal:** Stephanie provided a bid from Total Landscape Care in the amount of \$2,236.08 to tear out and replace landscaping outside of the Seven Oaks Pool. A motion was made by Director Wilson and seconded by Director Williams to approve the bid. Motion carried unanimously.

**Charles Town Pool Motor Pump Replacement:** Stephanie provided a bid from Sparkle Brite in the amount of \$711.03 to replace the 3HP pool pump motor at the Charles Town Pool. A motion was made by Lauren Wilson and seconded by Director Lerman. Motion carried unanimously.

**Nature Trail Refurbishing:** The condition of the nature trail has been brought up by Director Williams at past meetings. Stephanie provided a bid from Besterman Hardscapes to install 20 yards of 250 sand and install new railroad ties that are to be provided by the Association (additional cost), the bid only includes the installation of the ties. After a brief discussion regarding the number of ties and the best time to tackle this project it was determined that the matter would be tabled until later in the year.

**Social Committee Supplies:** There was a discussion regarding allowing owners to use the social committee supplies such as chairs and tables. The Board agreed that the items are not to be lent out and are to be used for social functions for the entire community.

### **OLD BUSINESS:**

**2017 Audit:** Director Murphy advised that the audit is finished and Stephanie is coordinating the last few things. A motion was made by Director Wilson and seconded by Director Williams to approve any suggestions or recommendations that have been made by Director Murphy in regards to the audit and to finalize for distribution. Motion carried unanimously.

**2017 Capital Reserve Study:** Director Murphy provided a review of the capital reserve report and there was an open discussion amongst Board members. A motion was made by Director Lerman and seconded by Director Williams to authorize Director Murphy to make final changes and move forward with finishing the study. Director Murphy will need to report back to the Board if there are any significant changes that would need Board attention. Motion carried unanimously.

**Lamp Post Lights:** Director Lerman provided a drafted document regarding the requirements and/or recommendations regarding lamp posts. Director Lerman will provide a document to the ARC Guidelines Review Committee to insert into the newly proposed ARC Guidelines that will be presented to the Board once finalized.

**ARC Guideline Review:** Director Wilson advised that the committee met and several recommendations are being made. There is another meeting scheduled for May 3<sup>rd</sup> to finalize a few of the recommendations. Once that is finished the proposed recommended changes will be forwarded to the Board for a final decision.

**Carriage Run Sod Replacement:** There was an open discussion regarding the sod within the Carriage Run area (maintenance free section). There is no question that many homes need new sod. Between the weeds and the Bermuda grass, some lawns look pretty bad. There was a discussion regarding using the Carriage Run surplus for this project and different ways to try to do that, as well as what the owners will be responsible for. Stephanie is working with TLC to get prices for what is needed at each lot. Once she has the prices from TLC, she will schedule a meeting with just the Carriage Run owners and Board to make an effort to get this resolved.

### **BOARD REPORTS:**

**President:** None at this time.

**Treasurer:** None at this time.

**Manager:** Stephanie provided a written report which is attached to and is a part of these official minutes.

### **COMMITTEE REPORTS:**

- **Ponds:** Cheryl Anderson advised that ponds are in good shape. Low water levels, but nothing out of the norm. Stephanie advised that Aquatic Systems has been on site nearly every week monitoring and treating as necessary.
- **ARC:** Stephanie provided a written report which is attached to and is a part of these official minutes.
- **Social:** Director Lerman provided a written report which is attached to and is a part of these official minutes.
- **Hearings:** Stephanie provided a written report which is attached to and is a part of these official minutes.
- **Grounds:** Director Rahman provided a written which is attached to and is a part of these official minutes.
- **CDD Report:** There was no meeting in March. No report.

**DIRECTOR COMMENTS:** None at this time.

**HOMEOWNER COMMENTS:** Michealene Houze requested Stephanie to contact mosquito control prior to the next social event. She also mentioned that there are many loose mailboxes and lawns in poor condition.

**ADJOURNMENT:** Meeting was adjourned by Director Wilson at 8:05 PM. The next HOA Board meeting is scheduled for May 16th at 1:30 pm at Advanced Management Inc. A work shop is scheduled for May 10<sup>th</sup> at 9 AM at the Charles Town Pool.

Respectfully submitted by:

Stephanie Curtis  
Property Manager  
Acting Secretary

Social Committee 4/10/18

Wine and Cheese Report submitted by Susan Lerman

Thanks to chairs: Carol, Moria and Susan

Thanks to everyone else on the committee who helped set up and clean up – what a team!

The Wine and Cheese event was held on 4/8/18 at the Charles Town Pool. There were about 75 people in attendance. Everyone seemed pleased with the food offerings and the beverages.

Weather held but consideration needs to be given for rain alternative. (Note: Decision made at Social Committee meeting on 4/10/18 to put “Event Held Rain or Shine” on the bottom of flyers.)

Menu included (for future event planning purposes):

- Cheese platters (Jarlsberg, Edam, Brie, red and green grapes) – 2.5 consumed
- Crackers – leftovers set aside for picnic
- Italian meat platter (Genoa salami and pepperoni, parsley) – 1
- Croissant sandwich platters (BJs) – 2
- Mustard and mayo – leftovers in refrig for picnic
- Fruit cup – 2 large bowls
- Veggie Platter and dips
- Chips – 1 bag consumed (2<sup>nd</sup> set aside for picnic)
- Popcorn from popper (Lauren managed for Social Committee)
- Pretzels and nuts in small bowls on each table – ½ jar of pretzels and ½ can of nuts set aside for picnic
- Cookies 2 platters – 1.5 consumed – leftovers frozen for use at picnic

Tables were all set with tablecloths, main food tables set with colorful covers, flowers were set on each table and plates were festive

Children’s activity birdhouse painting – very well received

Wine and beer was consumed:

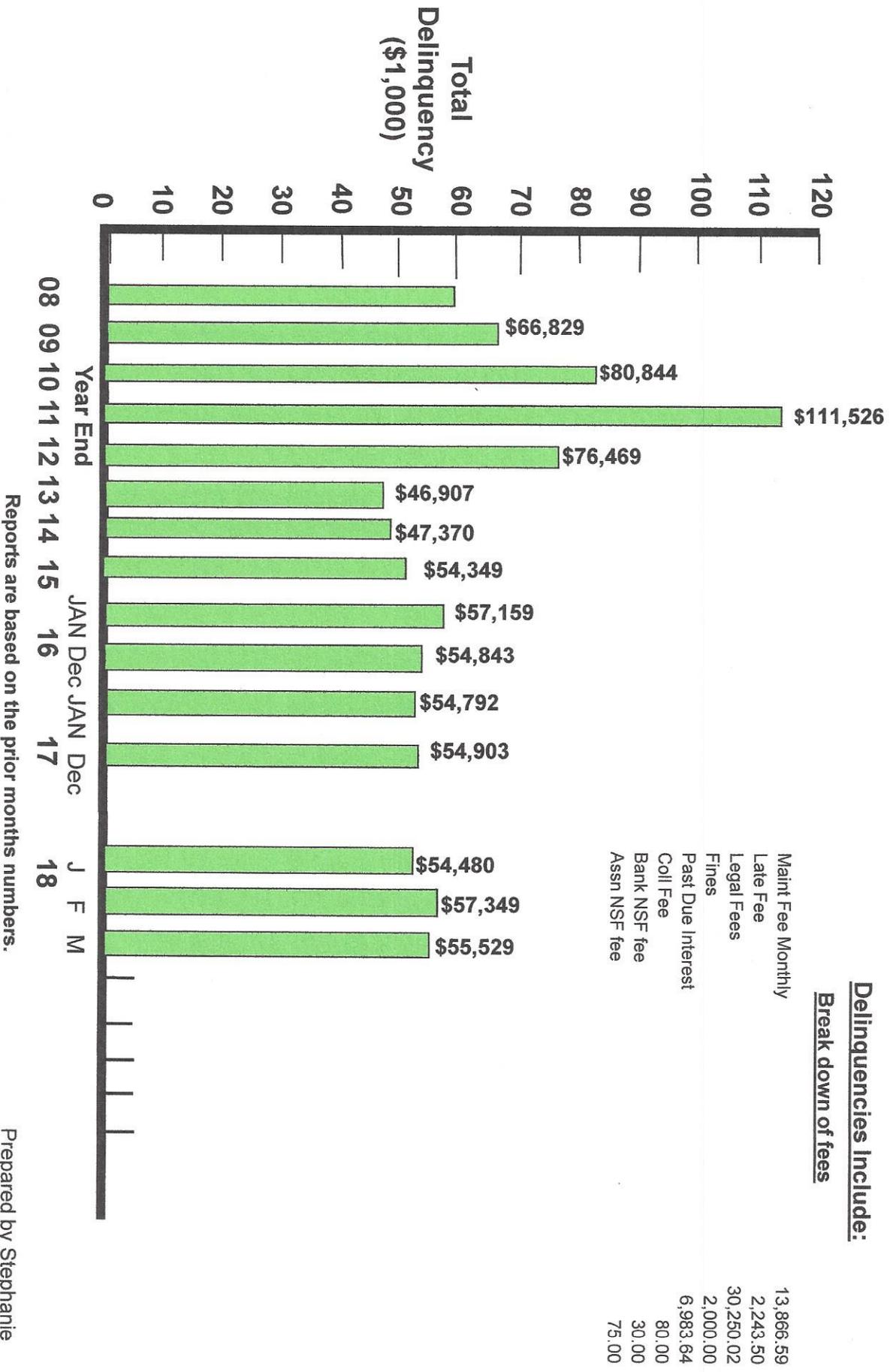
- 1 Chardonnay (more was requested)
- 5 Pinot Grigio
- 4 Red
- (note: from Social Committee meeting 4/10/18 – next time purchase a mixed case depending on inventory at hand)
- Case (24) of regular and case of light (24) ++

**Expenses totaled approximately \$510.75**

Managers Report: Stephanie  
April 2018

- Meetings with the following vendors continue:
  - TLC
  - Aquatics
  - Vertex
  - Sparkle Brite
  - Fitness Services
  - Onsite Maintenance (Fred)
  - Onsite Cleaning Personal (Sandy)
  - Aqua Cal
  - Florida Patio
  
- Attended and provided meeting minutes for Board and Committee Meetings.
- All bulletin boards have been updated.
- Communicated with both attorneys regarding foreclosures, possible HOA filing foreclosure and over all collection efforts. Updates have been provided to the Board.
- Worked with AMI regarding accounts payable/receivable and all bookkeeping matters.
- Collection emails and phone calls made to accounts past due.
- See attached committee reports regarding the ARC and Hearings committee meetings.
- 14 Broadcast Messages sent between the February and April Board meetings.
- Weekly inspections of the community. Emails, phone calls and letters were sent regarding non compliance issues.
  - 16 First Notices (most of them friendly emails as the areas were specific)
    - 10 landscaping
    - 1 trash can
    - 0 lawn (poor sod)
    - 2 trim tree
    - 0 moldy landscaping bricks
    - 2 miscellaneous (many items)
    - 0 remove holiday decor
  - 3 Second Notices
  - 2 Final Notice
  - 16 complied from previous request
- Corresponding with Envera regarding vehicle decals. 13 new decals issued.
- 3 new resident meetings.
- Approximately 615 incoming email and approximately 700 outgoing emails between the Feb and April Board meetings.

# April 2018 Delinquency Chart



Reports are based on the prior months numbers.

Prepared by Stephanie

### April 2018 ARC Report

The committee met on April 13, 2018. The following requests were reviewed and responded to:

- 7427 Sea Island Lane: Landscaping: Approved
- 7404 Sea Island Lane: Landscaping: Approved
- 8235 Planters Knoll: Remove Oak: Approved
- 7732 Heyward Cir: Install new fascia & Paint fascia: Approved
- 7632 Drayton Circle: Pool: Pending further information
- 7714 Charleston St: Extend Lanai: Approved
- 8014 Planters Knoll: Screen Lanai around pool: Pending
- 7723 Charleston St: Paint house same color: Approved
- 7817 Drayton Circle: Paint house: Approved
- 7919 Edmonston Circle: Paint Garage door, shutters & front door: Pending
- 8012 Indigo Ridge: Sidewalk along side of house: Approved

### April 2018 Hearings Committee Report

No meeting during the month of April.

Respectfully submitted by:

Stephanie Curtis

## CDD Meeting 2/28/18

1. Ric announced that University Place won an award from the Shusota Garden Club. The award will be placed in the glass case on the wall across from Stephanie's office at the Charlestown Pool.
2. Our website was updated by Gary Hutton, at the direction of Frank Ingrassia.
3. March 19, 2018 road work will begin. Cars will be towed if necessary. Golf cart transportation will be available for anyone in need. If an emergency vehicle has to come onto the property the paving company will come back and resurface the road.
4. The brackets came in for the no parking signs. Brackets will go up in March.
5. The CDD received \$1160.00 from Seaco Insurance Company to repair the damaged fence on Cooper Creek. The job is complete.

CDD 2/28/18

6. The pavers at the front gate, that are stained with oil, will be replaced if they cannot be cleaned by power washing and a cleaning product called Gunk!

7. The CDD is reviewing the footage from the Envera camera to identify perpetrators that damage our property. Offenders will be billed for the damage.

8. An e-mail blast will include a request for all homeowners not to allow their children to play on the street.

Sandra Lehman

University Place

### **Post Light Specifications (v2) – 4/17/18**

Please consider the following guidelines when replacing your Post Light:

- Light should be black wrought iron
- Light should be hexagonal in shape (see pictures)
- Light should have clear glass, clear wavy glass is acceptable (avoid yellow, pink or other colors)
- Light should minimally have 1 LED bulb (equivalent 60 watt bulb – 180 lumens), ideally have three bulbs either regular or LED
- Light should be approximately 9.5" at the widest point and 20 inches high

Although we cannot name the original brand here are some examples:

- Craftmade Hex
  - 9.5" wide by 21.5" high
  - 3 – 60 watt bulbs – can exchange for LEDs
- Hinckley Lighting Edgewater 3
  - 10" wide by 20.5" high
- Merrimack
  - 10' wide by 19.34" high

If you follow these guidelines you may request a Fast Path approval through Stephanie Curtis.

Any requested deviation requires Architecture Review Committee (ARC) approval.

### **Coach Light Specifications**

There are no specific specifications for garage Coach Lights. The general guidance is that they should be complimentary in size to the size of the garage and ideally similar to the Post Light in design. Many builders provided custom Coach Lights. Residents may wish to replace Coach Lights with similar design to their existing Coach Lights.

Please be advised that replacement of any Coach Lights requires the approval of the ARC.

# Architectural Review Committee

## Proposed lamppost lighting language

April 20, 2018

Proposed language for adding to or incorporating within, what was part of the University Place Architectural Review Committee guidelines, approved June 2014...

### 16. EXTERIOR LIGHTING

Relative to lamppost lighting, if the property owner should wish to design-coordinate the lamppost lighting fixture with front entry lighting fixture[s] and/or garage coach lamps, any such coordinated lighting package requires advance & full ARC approval of the entire coordinated collection, complete with pictures, sizing & desired finish coloration [if other than black], all of which must @ least comply with the following:

- uncolored glass that may be clear, seeded, hammered, crystalline or cross-hatched
- uncolored bulb[s] generating not less than XXX lumens

And otherwise, the lamppost lighting fixture must conform as nearly as possible with the original community-wide post lamp specifications, being:

- glass & bulb specifications as iterated above
- frame black in color
- hexagonal in shape [6-sided]
- 24 inches in height [from very top to very bottom of the fixture base; up to +/- 2 inches variation, depending on mass of the home]
- 10 inches wide [@ the widest point that is roughly midway between the very top & very bottom of base; up to +/- 2 inches variation, depending on mass of the home]
- uncolored glass that may be clear, seeded, hammered, crystalline or cross-hatched
- uncolored bulb[s] generating not less than XXX lumens

& with full compliance around each & all of that preceding, accordingly FAST PASS for such post lamp can be approved.