

**UNIVERSITY PLACE NEIGHBORHOOD ASSOCIATION, INC.  
MINUTES OF THE OCTOBER 17, 2018 MEETING OF THE  
BOARD OF DIRECTORS  
7805 CHARLESTON STREET, UNIVERSITY PARK, FL 34201.**

**CALL TO ORDER:** The meeting was called to order by Director Wilson at 6:03 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, Rahman and Murphy were present. Director Lerman was absent. Also present was Stephanie Curtis the Association Manager. Residents in attendance: Ron Murphy, Ric Romanoff, Shirley Romanoff, Donna Mulig, Jeffrey Latto, Sari Latto, Cheryl Anderson, Frank Ingrassia, Karen Ingrassia, and Arnold Rahman.

**APPROVAL OF MINUTES:** A motion was made by Director Williams and seconded by Director Murphy to approve the meeting minutes as submitted. Motion carried unanimously.

**NEW BUSINESS:**

**2018 Audit/Review:** A motion was made by Director Murphy and seconded by Director Wilson to approve the proposal from Menchinger & Tyack in the amount of up to \$4900.00 to perform a full audit and the filing of tax returns. Motion carried unanimously.

**Seven Oaks Pool Paver Sealing:** The original vendor that was approved earlier this year is unable to honor his commitment. Stephanie is working on getting additional bids for the cleaning and sealing of the pavers.

**Nature Trail Enhancements:** Director Murphy advised that approximately 15 railroad ties need to be replaced. This project will be revisited next year. As of now, the trail is in pretty good condition and nothing is urgent.

**Fitness Center A/C:** Stephanie provided two bids to replace the fitness center A/C unit. Both bids are for a York 2 ton, 14 seer system. The first bid was from Ocean Air in the amount of \$4240.00. The second bid was from Manatee Air in the amount of \$4560.00. A motion was made by Director Wilson and seconded by Director Williams to approve the bid from Ocean Air. Motion carried unanimously.

**Pond 14:** There was an open discussion regarding pond 14. The Board is reviewing the bids and the total cost for the aeration system as recommended by Aquatic Systems. Aquatics is scheduled to be on site the first week of November to service the littoral shelf area. This treatment will decrease the algae growth on the shelf. In addition, the perimeter treatments will decrease the algae around the lake bank areas. The cooler upcoming weather will also help decrease the algae growth. The Board was informed that the CDD is working with SWFWMD in regards to lowering the water table levels to hopefully improve the appearance of the streets; however, owners are concerned about what effect this may have on the ponds.

**2019 Budget Approval:** There was an open discussion regarding the proposed 2019 budget. A motion was made by Director Wilson and seconded by Director Williams to approve the budget with no increase to the Association dues. Motion carried unanimously.

**Legal Fee Policy:** Tabled

**OLD BUSINESS:**

**ARC Guidelines:** Tabled

**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:** Please see notes above.
- **Grounds:** None at this time.
- **ARC:** Stephanie 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.
- **Social:** Director Rahman reminded residents of the upcoming Fall Fest on October 21<sup>st</sup>. Director Wilson reminded residents of upcoming Carnival and that the Tailgate Gathering is being rescheduled due to weather.
- **CDD Report:** Director Murphy provided a written report of the September CDD meeting. Her report is attached and is a part of these official minutes.
- **County Land Use:** None at this time.

**DIRECTOR COMMENTS:** None.

**HOMEOWNER COMMENTS:** None.

**ADJOURNMENT:** Meeting was adjourned by Director Wilson at 7:44 PM. The next HOA Board meeting is scheduled for November 14, 2018, at 5 PM at the Charleston Pool, University Park, FL 34201.

Respectfully submitted by:

Stephanie Curtis  
Property Manager  
Acting Secretary

Managers Report: Stephanie  
October 2018

- Meetings with the following vendors continue:
  - TLC
  - Aquatics
  - Vertex
  - Sparkle Brite
  - Fitness Services
  - Onsite Maintenance (Fred)
  - Onsite Cleaning Personal (Sandy)
  - Pye Barker (Cameras)
  - Lake Doctors (Pond 14)
  - Florida Patio
  - Your Way Painting
  - Ocean Air
  - Manatee Air
  - Lopez Tree Service
  - Pro Wash
- 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.
- Coordinated and attended a meeting with the Hurricane Preparedness Committee.
- 9 Broadcast Messages sent between the Sept and Oct Board meetings.
- Corresponding with Envera regarding vehicle decals.
- 3 new resident meetings.
- 4 pool party reservations.
- Weekly inspections of the community. Emails, phone calls and letters were sent regarding non compliance issues.
  - 1<sup>st</sup> Notices sent
    - Roofs: 10
    - Landscaping/sod: 3
    - Power Wash Driveway: 2
    - Rotten Fascia: 1
    - Misc: 3
  - Second Notices
    - Roofs:7
    - Power Wash Driveway: 4
    - Landscaping: 3
  - Final Notice
    - Landscaping/sod: 4
    - Power Wash Driveway: 1
    - Roof: 9

### Oct 2018 ARC Report

The committee met on October 5 , 2018. The following requests were processed:

- 8226 Planters Knoll: Paint Home: Approved
- 8118 Coates Row: Remove Tree: Not processed. Per owner request.
- 7646 Heyward Circle: Remove Tree: Approved/Tree Replacement: Approved
- 8027 Indigo Ridge: Remove Tree: Approved
- 7618 Heyward Circle: Install Generator: Pending further info
- 7711 Ashley Circle: Install Generator: Pending further info.
- 7416 Sea Island: Replacing Dead Landscaping: Approved
- 7914 Edmonston: Tree removal: Approved
- 7624 Charleston: Tree removal: Approved/Tree Replacement: Denied

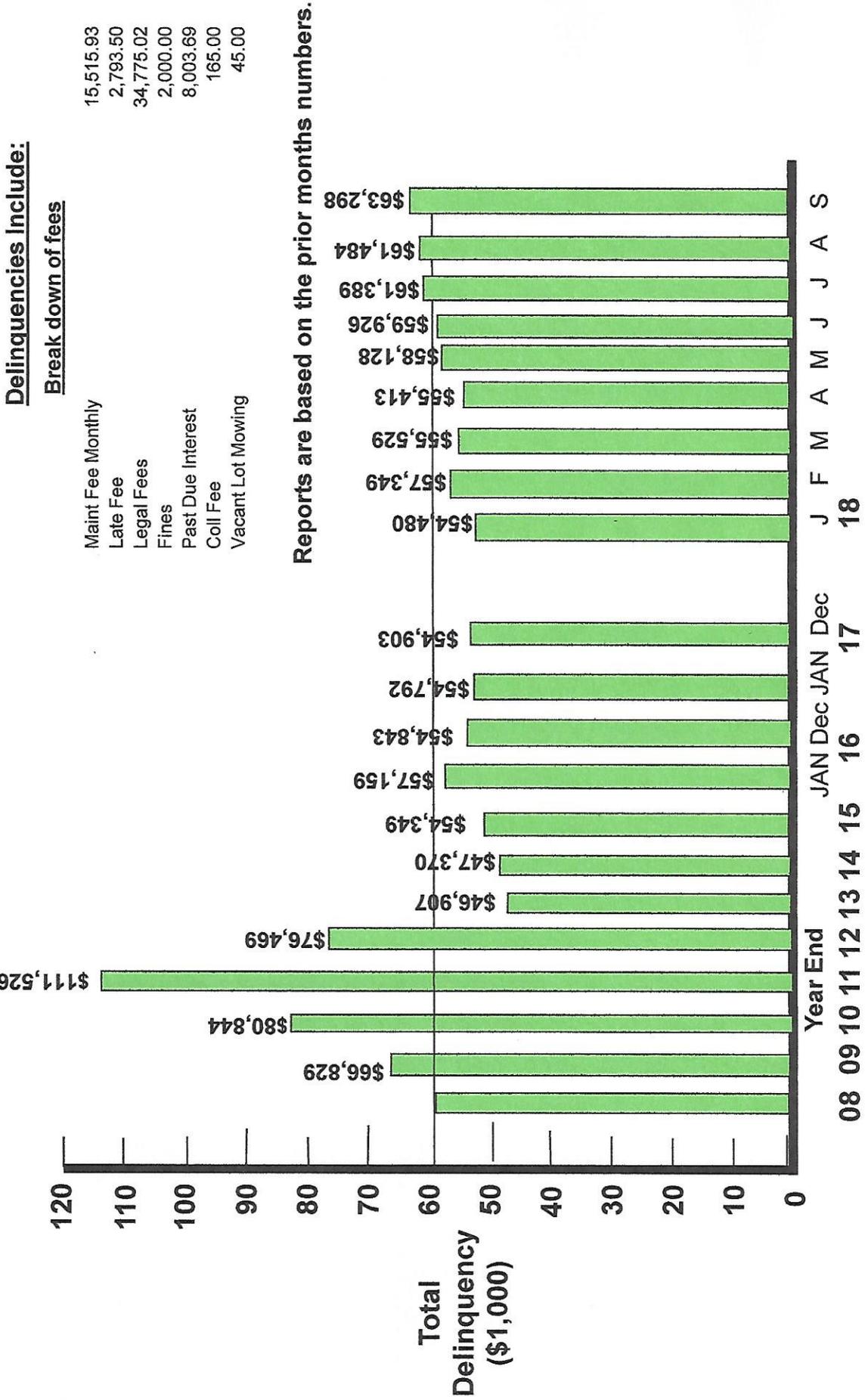
### Oct 2018 Hearings Committee Report

No meeting during the month of October.

Respectfully submitted by:

Stephanie Curtis

# Oct 2018 Delinquency Chart



## University Place CDD 9/26/2018

### Meeting Notes

Brandon Romine started with Inframark on January 2, 2018. He is getting a bachelors degree in business from Colorado State University Online. For now, he will be handling landscaping and the gates. Bob will be handling everything else.

Pavers – Honore pavers still not done.

Doug is working on painting the sign poles and should finish in another few weeks depending on the weather.

Roads – The street sweeper said that we should not use them on our roads because they use steel brooms which will take off the coating on the roads. Gorilla Clean pressure washing did some tests and were able to get the white stuff off the roads, but not the brown stain. They might see if the engineer can determine what the substance is so that they can figure out what chemicals might remove it. Bob was reminded that they should be careful to not affect the warranty on the roads. The engineer has not provided a report on lowering the weirs yet.

Bob says that the cost of standard white on green road signs cost \$52 and our custom signs will cost more. The CDD said we will keep the black and gold and to get a price on the custom signs.

Envera - They don't have the ability to do on demand service but Action Security might be able to provide service on nights, weekends, holidays, etc. Bob is waiting on a proposal from them. Ric asked why our gates are struck so often. Envera said that we were one of the better communities and were in the bottom third of gate strikes. Envera recommended charging more and making sure everyone knows the costs. About 40% of hits are from residents, the other 60% from vendors. Ric recommended a quick disconnect device so that when the gate arms are hit, the wires don't get damaged. Envera is looking into this. The reimbursement letter that is sent out after a gate strike is going to add that if the bill isn't paid, lawyer costs will be added and if there is no response after the lawyer's letter, the CDD is going to go to small claims court which costs an additional \$158. The CDD felt that if people are aware of the potential increased costs, they might be more inclined to pay sooner.

CDD trees on Pond 14 that are hitting roofs are being trimmed by Louis Lopez.

The CDD asked to have Stephanie send a broadcast message every time there is a major change in the irrigation schedule. Kathryn and Lauren are being copied on all notification requests sent by Jane Lange.