

**UNIVERSITY PLACE NEIGHBORHOOD ASSOCIATION, INC.  
MINUTES OF THE DECEMBER 18, 2018 MEETING OF THE  
BOARD OF DIRECTORS  
CHARLESTON POOL 7805 CHARLESTON, UNIVERSITY PARK, FL 34201.**

**CALL TO ORDER:** The meeting was called to order by Director Wilson at 11:00 AM.

**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, Pygott, Rahman, Lerman and Murphy were present. Also present were Stephanie Curtis and Nicole Banks.

**APPROVAL OF MINUTES:** A motion was made to approve the meeting minutes from July 30, November 6, September 12, and December 17, 2018, by Director Wilson and seconded by Director Rahman. Motion carried unanimously.

**NEW BUSINESS:**

A motion was made by Director Lerman, seconded by Director Rahman to approve new hourly contract rates for Homewise to be billed by the task effective January 1, 2019. Motion carried unanimously.

A motion was made by Director Murphy and seconded by Director Rahman to approve \$100 gift card each for Mr. & Mrs. Bussiere. Motion carried unanimously.

A motion was made by Director Wilson and seconded by Director Rahman to approve the Pro-Wash bid of \$825 to clean the two pool parking lots and curbs. Motion carried unanimously.

Since EMS is no longer interested in working on the mailbox project, a motion was made by Director Lerman and seconded by Director Wilson to have Fred Bussiere and Steve Higgins work on the mailbox project at \$20 per hour for a 30 day trial up to the already approved limit of \$3,000. After 30 days or \$3,000, whichever comes first, the status of the project will be re-evaluated. Motion carried unanimously.

The Board reaffirmed the decision to move \$50,000 from the Centennial Bank ICS account to a Northern Trust Money Market account in January. The motion was made by Director Lerman and seconded by Director Rahman. Motion carried unanimously.

There was a discussion of updating the signs at the pools to be consistent with the Florida Statutes. Adding a lap lane to the Seven Oaks pool should be considered.

The goals for 2019 were discussed and are attached and an official part of these minutes.

Nicole Banks from Sunstate told the HOA Board about the broadcast email system, Constant Contact.

For legal reasons, Nicole Banks recommends that we reappoint committees every year. Setting term limits and appointing officers are other things to consider. All committees should keep minutes and the Board should review them. Board policies should also be renewed every year.

Since all of us have many questions about this transition, Director Lerman recommended that Stephanie keep a log of all questions, find out the answers and share the log with the Board. Frequent questions can be addressed with broadcast emails.

Director Lerman and Director Pygott will go through the ARC Guidelines again and propose any final modifications before they are sent out.

**OLD BUSINESS:** The November 14 meeting minutes need to be changed to reflect that the Board requested additional information on Forever Lawn and the opportunity to see Forever Lawn installed.

**Adjournment:** The meeting was adjourned at 1:00 PM. Next Meeting Date: January 23, 2019, at the Charles Town Pool.

Respectfully submitted by:  
Kathryn Murphy  
Temporary Acting Secretary

**UNIVERSITY PLACE NEIGHBORHOOD ASSOCIATION**  
**2019 GOALS**

Below is the list of specific goals that the board has deemed the most important items for the property manager to focus on for success in 2019. The 2019 evaluation of the property manager will include an evaluation of the tasks below. Please provide updates to the Board as to completion of the tasks below. There will be a mid-year review of the objectives listed below.

1. Implement Sunstate's processes and procedures to University Place for Minutes, Board Packets, Compliance, Budget Bid requests, etc.
2. Actively participate in Sunstate Compliance to learn the process. Participate in Community walks and assist where directed by Sunstate.
3. Compile a list of Contracts and work with the President and the Treasurer on creating a schedule for when each contract should be rebid. (See document provided for details.) - *as last year*
4. Rebid contracts that are due to be Rebid and look for areas to save money for the community. Work with the President and the Treasurer to determine which contracts to focus on for 2019.
5. Schedule a meeting for Q1 and Q3 with TLC (Rich) to meet with the entire board to address and discuss feedback we are receiving about TLC. Notify the Grounds Director of all meetings with TLC prior to the meeting in order to give the Director the opportunity to attend the meeting. Provide Grounds Director with all work orders submitted to TLC.
6. Develop documented instructions for a hurricane plan and with the committee that will help prep the neighborhood in the event of a future storm. Distribute the information to residents prior to April 1<sup>st</sup> when the snowbirds go north. This should include a checklist of things to do in order to prep your home for a storm.
7. Scrub residents email addresses and phone numbers to make sure all are current and up to date. Create email groups in Outlook and Constant Contact to make sure emails are getting to the correct people. This will ensure we can effectively communicate to the community. Make sure the board liaison for each committee is copied on ALL emails sent to that committee.
8. Preform through weekly site checks to identify areas that need attention for the handyman to make repairs and for TLC to address areas of concern (down tree limbs, dead bushes, etc) Distribute list of repairs being addressed to the board.
9. Attend and document seminars for continuing education. Follow Sunstate's process on how to archive information collected from seminars.
10. Update the bulletin board by the 5<sup>th</sup> of every month.

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Stephanie Curtis  
Association Manager

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Date

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Lauren Wilson  
HOA President

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Date