

**UNIVERSITY PLACE NEIGHBORHOOD ASSOCIATION, INC.  
MINUTES OF THE JANUARY 23, 2019 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 12:37 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, Lerman, Pygott, Rahman and Murphy were present. Also present was Stephanie Curtis the Association Manager and Nicole Banks from Sunstate. Residents in attendance: Hal Sheridan, Geri Sheridan, Dan Callender, Jane Lange, Kathy Sitterle, Carol Cascio, Loni Zeichner, Ric Romanoff, Karen Ingrassia, Donna Mulig, Cheryl Anderson, Marty Cox, Armand Houze, Michealene Houze, Nancy Bibbins, Sherry Suggs, Patty Small and Bill Bauer.

**APPROVAL OF MINUTES:** A motion was made by Director Rahman and seconded by Director Lerman to approve the November 14, 2018 meeting minutes as submitted. Motion carried unanimously. A motion was made by Director Lerman and seconded by Director Rahman to approve the December 18, 2018 meeting minutes as submitted. Motion carried unanimously.

**NEW BUSINESS:**

**Committee Liaisons:** Director Wilson led the discussion regarding appointing committee liaisons to each committee. A motion was made by Kathryn Murphy and seconded by Sandy Rahman as follows:

Hearings: Kathryn Murphy

Social: Sandy Rahman

CDD: Lauren Wilson

County: Susan Lerman and Lissa Pygott

New Events: Lissa Pygott

Hurricane: Kathryn Murphy

ARC: There was an open discussion regarding an email submitted by the ARC committee requesting that Susan Lerman not be the liaison to the ARC committee. After a brief discussion the Board agreed Susan has been doing a good job and appointed her as liaison to the ARC committee. Director Wilson requested that Nicole from Sunstate Management Group assist in being a liaison to the committee.

Motion carried unanimously.

**Policy & Procedures:** Director Wilson discussed putting some policies and procedures in place. She is requesting that the Board consider policies to propose to the Board and bring them to the next Board meeting for consideration. Director Murphy has some ideas and/or recommendations to present at the next meeting. Director Lerman also recommends a community calendar to be distributed. Based on previous recommendations from Sunstate Management Group, a motion was made by Director Lerman and seconded by Director Murphy stating that every committee have an appointed chair, secretary and treasurer where applicable. Motion carried unanimously. A motion was made by Director Lerman and seconded by Director Rahman that all open meeting agendas be sent via email. Motion carried unanimously.

**Appointment of Committee Members:** Director Wilson led the discussion regarding the recommendation from Sunstate Management Group that each committee should be reappointed by the Board each year as well as each member having term limits. The Board agreed to table the discussion regarding term limits until further feedback from the committees is received. A motion was made by

Social: Sandy Rahman, Nancy Bibbins, Helene Davis, Linda Dolan, Michaelene Houze, Karen Ingrassia, Vicky Kahle, Barb Kerwin, Patty Lascari, Susan Lerman, Carol Lipker, Sandy Otchet, Shirley Romanoff, Moria Saviola and Patty Small.

New Events: Lauren Wilson, Stephanie Farrell-Bell, Becky Levar-Beninghof, Shelly Bishop, Angi Pusateri-Downey, Margarita Hansen, Nancy Kleperis, Lissa Pygott, Amy Rickman, Cynthia Rush, Connie Shaffery, Hillary Verona and Patty Zabell.

Ponds: Cheryl Anderson, Donna Mulig and Barry Benjamin

Hurricane Document: Bill Bauer, Toni Carbonelli, Ann Kensey and Colleen Lynch

Emergency Response Team: Ben Wilson, Lauren Wilson, Mark Bell, Margarita Hansen, Mitch Hansen and Brandon Lee.

Motion carried unanimously.

**Tree Trimming:** Directors Wilson and Lerman along with Stephanie rode around the community and assessed areas that need tree work/preserve work and other areas that need attention. Director Lerman is working with a company by the name of Apex to obtain a bid for these areas. Once the bid is received the Board will decide which areas will be priority and which areas will be planned for the near future.

**Perimeter Hedging along fence:** Stephanie advised that she is working with TLC to get bids for several areas that are along the fence line of the community. Several areas of the hedge have died and need to be replaced. There is also an area near the Cooper Creek gate that needs to be addressed. Stephanie is hoping to have bids to present at the next meeting.

**Board Email Addresses:** Director Wilson led the discussion regarding Board members having an HOA assigned email address. It is recommended that personal email addresses are not used. Director Murphy will look into the assignment of email addresses with Intechgrate Systems.

**2019 Board Meeting Schedule:** Directors Wilson and Murphy are working with Northern Trust bank to establish a meeting room at the bank. There was a discussion regarding having meetings the same day, but prior to the CDD meetings. They will be meeting with Northern Trust next week to see what can be worked out. The February meeting will be on February 27<sup>th</sup> at 1 pm. The location to be determined and published.

**Insurance Policy Meeting:** There was an open discussion regarding each Board members schedule as to when a meeting can be held. February 18<sup>th</sup> was determined to be a good day for everyone. Stephanie will contact the agent to confirm availability on their schedule. If the 18<sup>th</sup> doesn't work then aim for March 4<sup>th</sup> or 6<sup>th</sup> after 11 AM.

**Street Parking:** No discussion at this time.

**ARC Guidelines:** Director Lerman led the discussion regarding the current ARC guidelines and the importance of getting the proposed changes to a meeting for approval. The Board would like to have a workshop with the ARC committee prior to considering approving changes. Stephanie recommended meeting with the committee immediately after the upcoming ARC meeting on Feb. 1<sup>st</sup>. The Board agreed and a work shop was scheduled for February 1, 2019 at 11 am.

**Social Committee Funds Breakdown/Allocation:** Director Wilson led the discussion regarding the social committee funds and how they are determined. After reviewing the breakdowns, she is requesting that all printing costs for flyers be allocated to postage and printing and not affect the social committee's budget. Director Murphy confirmed that the transferring of cost should not significantly affect the budget. A motion was made by Director Lerman and seconded by Director Rahman to allocate all printing to the postage and printing budget item. The extra funds that will result from the change will be allotted to the New Events committee. Motion carried unanimously. This transfer will allow the New Events Committee a little extra funding for their planned events. The breakdown is as follows: Total budgeted for social events: \$4200.00. Social Committee will get \$3100.00 and the New Events

Committee will get \$1100.00. A motion was made by Director Lerman and seconded by Director Wilson to allocate the funds as discussed. Motion carried unanimously.

**Homeowner Directory:** Director Wilson led the discussion regarding the results from the recent survey that was included in the Annual Meeting packet regarding an owner directory. The results are as follows: 64 In favor of having their information published in a community directory. 83 against having their information published. Director Lerman felt the questions on the survey were confusing and not clear as to what the owners were voting for. She is recommending that another survey go out to the community that would include numerous questions regarding a directory.

**Pilates Classes at Pool:** Director Lerman requested that she be allowed to instruct pilates classes at the Seven Oaks pool. She has spoken with her insurance agent who has assured her that she has coverage for such activities. Stephanie advised that the Board confirm that the HOA has adequate coverage and possibly get a waiver from the HOA attorney if need be. Director Wilson requested that Stephanie and Nicole contact the agent regarding coverage and let the Board know if attorney action is needed. A motion was made by Director Pygott and seconded by Director Rahman to allow the classes pending insurance coverage confirmation. Motion carried unanimously.

**Off Site Events:** Stephanie recommended that the Board also look into coverage regarding hosting off site events. Not only for personal injury but who would be responsible if there is damage done to a facility. The Board agreed and asked Stephanie to contact the agent regarding that as well.

**Lending Library:** Director Pygott led the discussion regarding having a lending library at the pools. This would be a library for the community to pick up or drop off a book. A motion was made by Director Lerman and seconded by Director Wilson to begin the Lending Library as Director Pygott sees fit. Motion carried unanimously.

#### **OLD BUSINESS:**

**Mailboxes:** Director Wilson is requesting that Stephanie put together a spreadsheet that would allow the Board to know the status of the mailbox repairs/refurbishment project. She stressed the urgency to complete the project. Stephanie recommended that the Board consider hiring the company that previously agreed to do the work for the same price that is being given to the current handymen, thus getting the project done much faster. The Board requested that Stephanie reach out to Total Outdoor Care to get a bid.

#### **BOARD REPORTS:**

**President:** Director Wilson thanked everyone for their patience while the Board and Stephanie are working with Sunstate Management Group. We are still in the transition phase, but things are moving along smoothly.

**Treasurer:** Director Murphy provided a written report which is attached to and is a part of these official minutes.

**Manager:** Stephanie provided a written report which was provided to the Board.

#### **COMMITTEE REPORTS:**

- **Ponds:** Cheryl Anderson announced that the ponds are looking good. She is still concerned about pond 14 and getting aeration. Most of the Lilies have died. She also mentioned that the fountain near the Seven Oaks pool seems to be turning on and off at weird hours. Stephanie will have the timer checked.
- **Grounds:** Sandy's written report is attached and is a part of these official minutes.
- **ARC:** Stephanie provided a written report which was provided to the Board.
- **Hearings:** Stephanie provided a written report which has been provided to the Board.

- **Social:** Director Rahman announced that the Social Committee has been meeting and looking forward to the 2019 events. The most recent is the Progressive Dinner followed by the Valentine Party at the Charleston Pool on February 10<sup>th</sup>. In March there is the Garage Sale and a Fashion Show which owners can purchase tickets for. Director Wilson announced that the Chili-Cook-off was well attended.
- **CDD Report:** Director Wilson reported that the CDD is also getting involved with the soil/turf issue in the community. Biological Services attended the most recent CDD meeting to explain that the soil within the community is very poor.
- **County Land Use:** None at this time.

**DIRECTOR COMMENTS:** None.

**HOMEOWNER COMMENTS:**

Karen Ingrassia: Suggest owners vote to opt in or opt out of an owner directory. Nothing should be posted for those that wish to opt out.

Carol Cascio: The preserve next to her home needs to be cleaned out. There is a lot of dead debris.

Marty Cox: Recommends that the Board research insurance and liability prior to approving an event. He also recommended creating a policy for vendors.

Patty Small: Recommends the mailbox project be done by the job and not by the hour.

Jane Lange: Recommends that the Board research the Governing Documents that allow for only one Garage Sale as coordinating two has been mentioned/considered.

Sherry Suggs: Very upset with the CDD Board for approving a speed bump on Planters Knoll without discussing it with the owners that reside on Planters Knoll.

Donna Mulig: Request that the Board consider allowing the grass to be taller/higher around the ponds to help filter chemicals flowing into the ponds from the yards.

Armand Houze: Mailbox tube brackets should be metal, not plastic. Pine tree near back gate needs to be removed.

Cheryl Anderson: Feels TLC is cutting the lawns too short.

**ADJOURNMENT:** Meeting was adjourned by Director Wilson at 3:15PM. The next meeting is scheduled for February 27<sup>th</sup> location to be determined and announced.

Respectfully submitted by:

Stephanie Curtis  
Property Manager  
Acting Secretary

## HOA Treasurer's Report January 23, 2019

### Financials:

The end of year financials are in line with expectations. They are still being revised quite a bit and we won't know for sure where we stand until the audit is complete. One concern is that while the majority of the bad debt from the delinquent homeowner on Planters Knoll has been taken into account, there is now another \$10,000 which the auditor might add to the bad debt.

We have approximately \$200,000 in operating and \$510,000 in reserves.

### Capital Reserves:

Approximately \$30,000 was spent from Capital Reserves last year. This year we anticipate spending about \$55,000 on fixing the concrete and drainage at the Charleston Pool, painting both pool buildings and replacing most windows and doors at both buildings.

### Miscellaneous:

Without checking the most recent status of the mailboxes, at Steve's current rate of mailbox completion, it will take until July to finish the mailboxes. It will cost over \$4,000 and that doesn't include painting.

Sandra Rahman  
Charlestown Pool  
Grounds Report

1/23/19

1. Plants surrounding the inside of the Charlestown Pool are in poor condition and will probably need to be replaced.
2. The entrance gate to the pool area is peeling badly. Needs to be refurbished.
3. Lanterns around the pool need to be painted.
4. The grill inside the screened room is very greasy and needs to be cleaned.
5. Wheels are coming out of the trucks against the walls.
6. The pool building is in need of new paint. The pots housing the plants as you enter the pool area should be painted to match the building.
7. Doors need to be painted in a nice matching color also.

over →

Charleston Pool  
Grounds Report

8. The fire hydrant on Charleston is rusted.  
It needs sanding and repainting.
9. The wall at the back of the pond on  
Charleston Street needs to be painted.