

**UNIVERSITY PLACE NEIGHBORHOOD ASSOCIATION, INC.  
MINUTES OF OCTOBER 29, 2019 MEETING OF THE  
BOARD OF DIRECTORS  
NORTHERN TRUST BANK COMMUNITY ROOM LWR, FL 34202**

**CALL TO ORDER:** The meeting was called to order by Director Wilson at 6:05M.

**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, Murphy, Pygott, and Rahman were present. Also present was Nicole Banks from Sunstate Management.

**APPROVAL OF MINUTES:** **MOTION** made by Director Lerman and seconded by Director Rahman to approve September 26, 2019 meeting minutes as presented. **MOTION** passed unanimously.

**PRESIDENTS REPORT:**

- Seven Oaks Painting project began this week.
- Charleston Pool Deck and Paint is completed but pending final walkthrough inspection.
- Community Tree Trimming- Apex is putting together information for the community. This will be sent out to the community next week.
- Annual Meeting Date- Tuesday, December 3<sup>rd</sup> at 6:30pm (sign in 6pm)
- Lopez Stump Grinding – missed areas to be addressed.

**TREASURERS REPORT:**

- Kathryn reported from the September 30, 2019 financial statements.
- Kathryn reminded Board Members that they do not have spending authority outside of emergencies and small admin supplies.
- **MOTION** made by Kathryn, seconded by Susan to pay for the Charleston flower pots in the amount of \$1,200 and pay the expense from the retained earnings account (operating account). **MOTION** passed unanimously.

**COMMITTEES:**

**Ponds-** Kathryn reported from the report as submitted by Donna Mulig.

**Grounds-** Sandy gave the report. Sandy met with TLC this month, but due to the potential change to the landscaping vendor. Steve Higbee will repair the white fence at the Seven Oaks and install a door stopper on the screen door at Charleston Pool. The Wilbur Trail have roots that could be a tripping hazard. Apex needs to clean up debris around Seven Oaks. Also, the Seven Oaks Pool Area Landscaping should be addressed and the lighting changed to match the Charleston Pool area.

**ARC-** Susan Lerman gave the report. The next ARC meeting is on Friday, November 1<sup>st</sup> at 10am. ARC request forms are available under the bulletin board at the Charleston Pool and online [www.myuniversityplace.com](http://www.myuniversityplace.com)

**Social-** Sandy Rahman gave the report. The Fall Fest was a great success. The Charleston Pool Area looks great! The next event is the Holiday party in December. The date will be confirmed based on music availability.

**New Events-** Cookie Exchange and Holiday Movie will be held in December. The date will be confirmed.

**CDD-** Lauren Wilson gave the report. The lighted gate arms were discussed. CDD is planning the replacement and a slightly improved style. Drainage study is also underway.

#### **HOMEOWNER COMMENTS:**

An owner is concerned with lack of office hours. An owner needed a gate decal. An owner observed a person in the community that they did not recognize. An owner had a leaking backflow.

An owner commented about an on site manager being present and caring. An onsite manager would be on top of security issues.

An owner agrees that a full time on site manager is what University Place deserves and believes a new management company is needed.

An owner agrees that we need to change management companies.

An owner heard that there will be a change in landscaping vendor.

An owner is concerned that a person is overseeing all the contractors.

An owner agrees that the community should have more continuity and communication with a full time on site manager.

An owner went to the on site office twice on a Friday and could not find anyone.

An owner asked what chemicals are being sprayed by the landscapers.

An owner commented on the ARC guidelines. An owner said the light posts are encouraged, not required.

An owner commented on his neighbor's nice lawn and then two doors down, the lawn is in poor condition.

An owner commented that neighbor's are not bringing in their trash cans promptly.

An owner commented that it was over a week before we received a call back.

An owner commented on TLC and his support for their business.

An owner commented that an onsite manager is currently missing.

An owner commented that about compliance letters and the process.

An owner commented on the fence at Charleston St. is pending with the ARC.

An owner commented that a blanket powerwashing project for homeowners, HOA and CDD should have been coordinated.

An owner commented about the budget and how to spend retained earning funds.

Ron Murphy submitted comments regarding the ARC (Please see submitted report).

#### **UNFINISHED BUSINESS:**

- **On Site Office Hours Discussion-** This will continue to be reviewed.
- **Landscaping Bids Discussion-** The board narrowed the vendor selection to Duval and Artistree. **MOTION** made by Lauren, seconded by Kathryn to hire Duval Landscape as proposed for the Carriage Run and Common HOA contracts. TLC will be provided required cancellation notice. Duval will also be contacted. **MOTION** passed unanimously.

#### **NEW BUSINESS:**

**Review and Approval of the 2020 Proposed Budget-**Kathryn presented the 2020 Proposed Budget. The Board discussed the Operating Expenses and the Reserve Fundng. Landscaping Enhancements will be addressed in 2020. **MOTION** made by Susan, seconded by Sandy to approve the budget as presented. The assessment dues will remain at \$110 and \$230. **MOTION** passed unanimously.

**Restroom Renovation- (Previously APPROVED)** Kathryn commented on spending approval regarding the restrooms renovation which occurred at last month's board meeting. Kathryn thinks it would be helpful for the board to have more information. **MOTION** made by Kathryn, to rescind the approval of the office renovation and change the approval to keep the furniture the same – **MOTION FAILED**, with no second.

**Nature Trail- MOTION** made by Susan, seconded by Lauren to approve the quote as submitted by GreenWorks, Option 1, to also include preparing the base by grinding the roots in the shell base, not to exceed \$7,693 and \$5,177. The board will review and confirm which timbers to removed and replaced. **MOTION** passed unanimously.

**Charleston Pool Children's Slide / Tree Equipment-** The board reviewed the quote. **MOTION** made by Susan, seconded by Kathryn to approve to include the water feature not to exceed \$1,675. MOTION passed unanimously.

**University Place Call Log-** Sunstate will send the board the weekly call log.

**Next Meeting Date:** Annual Meeting Date- Tuesday, December 3<sup>rd</sup> at 6:30pm (sign in 6pm)

**ADJOURNMENT:** With no further business to discuss, Lauren Wilson adjourned the meeting at 8:10pm.

Respectfully submitted by:

Nicole Banks For the Board of Directors