

FINAL

**Island Cove Villas at Meadow Woods Homeowners Association, Inc.  
BOARD OF DIRECTORS MEETING  
May 5, 2016**

**Island Cove South Pool  
14898 Laguna Beach Circle  
Orlando, FL 32824**

Board Members in Attendance: Dave Solomon, Naida Parkhurst, and Sheila Claudio

Board Members Absent: Roy Quispe and Richard Safra

Management Staff in Attendance: Anne Smith, LCAM and Jorge Garcia, LCAM

Meeting was called to order at 6:49 PM. Quorum of the Board was verified. Meeting was properly noticed.

**OPEN FORUM**

A couple homeowners addressed the Board regarding roof leaks.

**MINUTES**

Motion was made by Dave Solomon and seconded by Sheila Claudio to approve the February 9, 2016 Board Meeting minutes as written. Motion carried unanimously.

**FINANCIALS**

Motion was made by Dave Solomon and seconded by Naida Parkhurst to approve the January, February and March financials as prepared. Motion carried unanimously.

After review, motion was made by Sheila Claudio and seconded by Naida Parkhurst to approve the 2015 year-end financial statement as prepared by the Association CPA, Arrington & Company, PA. Motion carried unanimously.

**LEGAL STATUS REPORT**

The Legal Status Report as prepared by Patrick Willis' office was reviewed.

**GROUPS & MAINTENANCE**

The following maintenance issues were identified and addressed:

- **Monthly Services**
  - Monthly aquatic maintenance completed.
  - Monthly irrigation inspection completed.
  - Monthly pest control service completed at pool cabanas.
  - Monthly pool service completed.

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- **Landscaping**
  - Large Queen Palm removed from 14316 Bay Isle on February 25, 2016. Palm was destroyed in a storm.
  - One yard of fill dirt and 15 pieces of sod installed at 1145 Lucaya Circle on March 1, 2016 to replace what was lost when an underground pipe burst, causing a washout.
- **Irrigation**
  - Irrigation run times adjusted on February 3, 2016.
  - Repairs made to Timer E (Zones 2, 14, 21 and 33) on February 3, 2016.
  - Repairs made to Timer A (Zone 7), Timer B (Zone 1), Timer C (Zones 1, 2, 6, and 10), Timer D (Zones 7, 8 and 12), Timer E (Zones 1, 3, 5, 28, 29, and 38) on February 9, 2016.
  - Repairs made to Timer C (Zones 1, 2, 6 and 12), Timer D (Zone 7), and Timer E (Zones 1 and 5) on February 20, 2016.
  - Repairs made to Timer E (Zones 5, 9, 12, 14, 18, 21 and 30) performed on February 25, 2016.
  - Repairs made to Timer A (Zone 7), Timer C (Zones 7, 9 and 10) and Timer E (Zone 9) on February 27, 2016.
  - Repairs made to Timer A (Zones 1 and 6) and Timer B (Zones 1 and 6) on March 15, 2016.
  - Replaced broke 12" irrigation spray at 14880 Laguna Beach Circle on March 15, 2016.
  - Inspected standing water at 14333 Bay Isle Drive. No issues found but landscaper will monitor area.
  - Repairs made to Timer A (Zone 5), Timer B (Zone 7), Timer D (Zones 3, 7 and 9) on March 21, 2016.
  - Repairs made to Timer E (Zones 7, 14, 21 and 28) on March 25, 2016.
- **Plumbing**
  - Plumber inspected leak at 14333 Bay Isle Drive and suspects possible slab leak (which is the homeowner's responsibility to repair).
  - Repairs completed at 14544 Laguna Beach Circle.
  - Repairs completed at 14500 Laguna Beach Circle.
  - New handle and diaphragm kit on men's urinal at Pool #3.
- **Roofing**
  - Roof repairs completed at the following locations:
    - 1309 Lucaya Circle (living room)
    - 14588 Laguna Beach Circle (kitchen)
    - Damaged soffit between 14348 and 14358 Island Cove Drive
    - 1321 Lucaya Circle (rear storage room)
    - 1204 Caribbean Cove Court (soffit)
    - 1324 Lucaya Circle (soffit)
- **Miscellaneous**
  - Debris and furniture removed from 14536 Laguna Beach Circle.
  - Hot water heater removed from 14439 Bay Isle Drive.
  - Backflows tested and certified. Both passed and results were sent to Orange County.
  - All fire hydrants throughout community tested.
  - Lift station pumps cleaned.
  - Doggie bags purchased and installed at doggie stations.
  - Mud cleaned off of exterior wall and pavers neatly stacked against wall at 14544 Laguna Beach Circle. Flags left by utility company also removed.

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- New pool furniture ordered and installed.
- Golf cart tire replaced.

### **ADMINISTRATIVE**

The following administrative tasks were performed:

- Annual Corporate Report filed with the State on 3/3/2016.
- 2015 Audit and Federal Income Tax prepared by CPA.
- 2015 Year-End Financial postcards mailed April 25, 2016.
- Community insurance policies renewed on March 19, 2016, including Crime, D&O, General Liability, Property, Umbrella and Workers Compensation.

### **RATIFICATIONS**

Motion was made by Dave Solomon and seconded by Naida Parkhurst to ratify unanimous written approval of the following items. Motion carried unanimously.

- **Brownie's Septic & Plumbing** – work order in the amount of \$975.00 to replace and reinstall damaged power cord for pump and to make all electrical connections to ensure proper working order.
- **Grasshoppers** – irrigation repairs:
  - Quote 3855 Timer A - \$94.85
  - Quote 3856 Timer B - \$262.00
  - Quote 3868 Timer E - \$215.00
  - Quote 3870 Timer C - \$114.25
  - Quote 3871 Timer D - \$222.50

### **PROPOSAL REVIEW**

The following proposals were presented for review:

- **Weekly Debris Removal**
  - Motion was made by Sheila Claudio and seconded by Naida Parkhurst to approve PCPI's estimate #2112 in the amount of \$250.00 to remove bulk items/debris from the community once per week. Motion carried unanimously.
- **Lift Station Repairs**
  - Motion was made by Dave Solomon and seconded by Sheila Claudio to approve Brownie's proposal in the amount of \$958.50 to machine volute and impellor, and replace wear ring. Motion carried unanimously.
- **Roof Repairs**
  - Motion was made by Naida Parkhurst and seconded by Dave Solomon to approve roof repairs totaling \$4,400.00 for the following units. Motion carried unanimously.
    - 14360 Island Cove Drive
    - 14592 Laguna Beach Circle
    - 14606 Laguna Beach Circle
    - 14666 Laguna Beach Circle
    - 1117 Lucaya Circle
    - 1173 Lucaya Circle
    - 1211 Lucaya Circle

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- **Security Detail**
  - Motion was made by Dave Solomon and seconded by Naida Parkhurst to retain Orange County Sheriff’s Office to provide off-duty law enforcement to patrol the community 4 hours per day, 5 days per week. Motion carried unanimously.
- **Exterior Repainting**
  - Motion was made by Dave Solomon and seconded by Naida Parkhurst to approve PCPI’s estimate #2111 in the amount of \$258,000.00 to prep and repaint the exterior of all 79 buildings plus the 3 pool cabanas. Exact colors TBD, but the Board requested same, similar or lighter colors. Motion carried unanimously.

**NON-COMPLIANCE REPORT**

April Non-Compliance Report and Final Notice Expirations were reviewed.

The Board agreed to send Right of Entry letters to the following addresses:

1219 Barefoot Bay Drive	Pressure wash walkway
1244 Barefoot Bay Drive	Pressure wash walkway
14308 Bay Isle Drive	Pressure wash walkway
14329 Bay Isle Drive	Pressure wash walkway
1208 Caribbean Cove Court	Pressure wash walkway
1220 Coral Coast Drive	Pressure wash walkway
1220 Garden Isle Court	Pressure wash walkway
14856 Laguna Beach Circle	Pressure wash walkway
14860 Laguna Beach Circle	Pressure wash walkway
14875 Laguna Beach Circle	Pressure wash walkway
1104 Lucaya Circle	Pressure wash walkway
1308 Lucaya Circle	Pressure wash walkway

The Board voted to send 21-day demand to the following addresses for blatant violations related to the storage of their trash cans and/or recycle bins. As a reminder, trash cans and recycling bins should be stored out of view.

1224 Barefoot Bay Drive	Trash can and recycle bin
14836 Laguna Beach Circle	Trash can and recycle bin
14851 Laguna Beach Circle	Trash can and recycle bin
14863 Laguna Beach Circle	Trash can and recycle bin

**OLD BUSINESS**

There was no old business discussed.

**NEW BUSINESS**

**Bulk Pickup Mailing:** Due to the ongoing, growing issue of bulk items/debris being discarded throughout the community, the Board instructed management to send a postcard (possibly red in

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color to attract attention) to all homeowners and tenants with the number to Orange County's Bulk Pickup Department. The Board also discussed tagging items for a specified period of time informing residents the items must be removed or the Association will remove and bill the resident.

**Board Resolution:** Motion was made by Naida Parkhurst and seconded by Sheila Claudio to approve the Board Resolution Enacting Rule and Regulation prepared by Attorney Patrick Willis regarding the removal of personal property from common areas. The resolution will be mailed to all residents before it takes effect. Motion carried unanimously.

**Website:** Dave Solomon suggested adding a portal where the Board can review and approve proposals and information to be distributed to the community. Management will contact the webmaster to discuss options.

**Emergency Repairs:** Motion was made by Dave Solomon and seconded by Naida Parkhurst to allow Pinnacle Property Management/Anne M. Smith, LCAM, to approve emergency repairs/leaks in an amount up to \$3,000.00 per month. Motion carried unanimously.

**NEXT MEETING**

The next meeting will be held sometime in August. Specific date TBD.

**ADJOURNMENT**

There being no further business to discuss, motion was made by Dave Solomon and seconded by Sheila Claudio to adjourn the meeting at 7:50 PM. Motion carried unanimously.

Respectfully submitted by:  
Anne M. Smith, LCAM  
Pinnacle Property Management, LLC  
On Behalf of the Secretary of Island Cove Villas at Meadow Woods Homeowners Association, Inc.