

Unapproved Minutes

Unapproved Minutes from the Tarpon Cove Community Association
Board of Directors Meeting
Held on Tuesday, August 29, 2017 at 10:00am,
In the Tarpon Cove Community Center, Naples, Florida

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| Members Present: | Mike Shields | President |
| | Perry DeSiato | Vice-President |
| | Rich Ferrone | Treasurer |
| | John Ardito | Director |
| | Elaine Soucek | Secretary |
| Also Present: | David Blouir | Towne Properties |

Call to Order: The meeting was called to order at 10:00am by President Shields.

Proof of Posting: The meeting was posted in accordance with Florida state statutes.

Approval of Prior Minutes: Director Ardito made a motion to approve the prior minutes, the motion was seconded by Director Soucek, and the motion passed unanimously.

Treasurer's Report: Director Ferrone discussed our Comcast budget, which is currently running over by about \$1,300/month. This is due to incorrect budget numbers given to us by our Comcast representative during the budget creation process. General Maintenance is tracking slightly over for the year due to some of last year's bathroom remodel project being paid in 2017. We also rolled over a CD for our reserve account, as the interest rate was competitive with others in the market.

Landscape Report: Director DeSiato discussed the landscaping budget. Most large projects were completed earlier in the year (mulch, hardwood and palm trimming). With a few recent mainline breaks, Irrigation is running over the \$1000/mo budget. We have \$3000 left in palm trimming, which may be used for an additional coconut removal later in the year. We also have \$2500 remaining in Improvements.

President's Report: President Shields noted that the community has been running smoothly over the summer, with no notable activity or issues. The board attended a meeting with Commissioner Andy Solis regarding the proposed shopping center expansion onto Wiggins Pass. Director DeSiato noted that there are currently plans to add another entrance to the shopping center towards Tarpon Cove, where no turning lane is present, which will likely cause backups in front of our community. Director Ardito noted that many Tarpon Cove residents will receive "invite cards" to the next meeting (based on proximity to project). Director Soucek noted that there was an accident near this intersection due to the lack in instructional signage.

New Business:

a. BOD Vote to Approve New Landscape Charter (attached)

Director Ardito began the discussion by noting that the ARB Committee is outlined in the community's governing documents, whereas the Landscape Committee is only mentioned, with no outlined duties or powers. It should also be established in writing that the Manager and Chairman have authority for "field decisions" and emergencies.

Director DeSiato noted that the charter at hand was created to outline the official responsibility & role of the committee, and to clarify any "gray areas" (similar to the "For Sale" sign resolution).

Director Ferrone noted that by outlining the role and responsibility of the committee, and providing authority to the manager and chairman to make field decisions ahead of monthly landscape meetings, the landscape repair/replacement/ maintenance issue is expedited.

President Shields noted that the Property Manager already has \$1000 in spending power for these types of decisions authorized in the management contract with Towne Properties.

b. BOD Vote to Upgrade Tarpon Cove Community Website.

Director Shields discussed the key points of the upgrade:

1. Our website is approaching 10 years old and we have accumulated quite a bit of information.
2. We will take the time update any information that is inaccurate, outdated or obsolete.
3. The template we use has features that are no longer supported by hosting platforms. Specifically, Front Page extensions. We have been working around this but an update is recommended.

4. We also will take the opportunity to make the website “mobile friendly” so it can be accessed from a mobile device.
5. The cost for this effort will not exceed \$1000 as I must work with a programmer.
6. Our goal will be to create a site that we will continue to be of value and we as a community can take pride in.

Director DeSiato like the idea of making the website mobile friendly.

Director Ardito noted that many residents don’t bring computers down for the season, but almost everybody has a cellphone.

Director Ferrone agreed that it’s a good idea to upgrade the architecture of the site, to stay current and functional.

Director Ardito made a motion to approve upgrading the website, with costs not to exceed \$1000. Director DeSiato seconded, and the motion passed unanimously.

c. Hurricane Harvey Donations for Texas

Director DeSiato discussed a collection effort for those impacted by Hurricane Harvey in Texas. His realtor’s organization is collecting items such as: razors, soap, shampoo, combs, brushes, etc., as many organizations are only providing food, water, and clothing. A truck will be picking items up from across the state on next week, so all items must be in community center by Friday so they can be transported to the final staging location and separated for shipping.

Director DeSiato made a motion that Tarpon Cove Community Association purchase \$500 of supplies to donate along with resident’s donations, Director Soucek seconded, and the motion passed unanimously.

Manager Blouir will accompany Director DeSiato to the store to use the community credit card on the supply purchase.

Adjournment: The meeting was adjourned at 10:51am.

Respectfully Submitted,

David Blouir, LCAM
Property Manager

**BOARD RESOLUTION ESTABLISHING
LANDSCAPE COMMITTEE CHARTER
For The
TARPON COVE COMMUNITY ASSOCIATION, INC.**

WHEREAS, the Landscape Committee that provides recommendations for the largest budgeted line item expenditure(s), and is charged with the enhancement, maintenance, and safeguarding the natural assets of the Community, the Board of Directors for the Tarpon Cove Master Association, finds it necessary to establish guidelines, protocols, and processes, hence, the Board hereby establishes the following:

Purpose: The Tarpon Cove Master Association Landscape Committee is established to evaluate areas for improvement, develop plans for improvements, is responsible for overseeing the general maintenance program which includes grass cutting, shrubs, flowers, all plant and tree trimming, fertilizer, and oversee implementation of improvement plans. Specific details as provided below.

Committee: The committee shall consist of at least 5 members (confirmed by the Board), with a Board assigned Representative, who will serve as the chairperson. The “Landscape Committee”, is an advisory committee to the Tarpon Cove Master Board.

The committee is permitted to meet in any manner at their discretion, and the chairperson will establish the agenda and dates and times for the Committee meeting. The meetings will be posted and held as open meetings. The committee chairperson or designee will provide reports at the Tarpon Cove Master Association Board meetings.

- The committee is charged with making recommendations to the board for short and long term landscaping plans for funding.
- The Committee is charged with review and recommendations to the Board, of bids requested from landscape contractors.
- Bids may be sought for, but not be limited to, the base landscape contract, tree trimming, coconut removal, mulch installation, replacements or removal of bushes, trees, sod and seasonal planting beds.
- The criteria and guidelines for requesting bids will be established by the Board through the Manager and Committee Chairperson.
- Decisions that are deemed “necessary” by the Manager and Committee Chairperson, shall be allowed if within the budgeted amounts approved by the “Board”.
- Emergency, routine or reasonable expenditures to safe guard the assets of the Association and Neighborhoods, defined as “Field Decisions” can be made by the Committee Chairperson and Manager and will provide notification to the Committee Members of such expenditures of amounts not to exceed \$1,000.00 (Field Decisions), as soon as is practical.

Funding for the committee projects will be in accordance with the expenditure guidelines adopted in the “Annual Budget” or as amended by Board Resolution.

These guidelines may be modified from time to time, by resolution of the Board.

There are five (5) total Board Members. The number of Board Members who voted in favor of this Resolution is 5. The number of Board Members who voted against this Resolution is 0.