

**Community Workshop to Meet new Accountant  
& Property Manager Services for Tarpon Cove  
Thursday May 3, 2018 10:00 am**

Directors Present: Perry DeSiato  
Mike Shields  
Elaine Soucek  
John Ardito  
Rick Forrester

Also Present: Orlando Miserendino, American Property Services  
Kevin Gaffney, KPG Accounting  
Emma Davila-Mondragon, Property Manager

CALL TO ORDER: 10:05am

American Property Management and KPG Accounting will take over management of Tarpon Cove effective June 1, 2018. The workshop meeting was scheduled to allow the master board and neighborhood boards to meet with the new team and ask questions.

American Property Management Company is owned by Orlando Miserendino. Orlando has been a past manager of Tarpon Cove when he worked for R&P Properties. He covered for the previous manager Steve when he was on leave. He left that company and eventually started his own company.

KPG Accounting is owned by Kevin Gaffney. He also has worked for Towne Properties at one time so he is familiar with Tarpon Cove. He left Towne and started working with Orlando. At that time he had his own company.

Emma Davila-Mondragon will be our new property manager. She will be on site Mondays, Fridays and ½ day Wednesdays. She will be available at the same phone number and email address as Dave. She will begin transition working with Dave on May 14.

Kevin has contacted Towne Properties to begin our accounting transition. There will be a new form for those who have Auto Pay. All other forms will go to American Property Management Services. Towne Properties will not put through any more Auto Pay bills.

Accounting questions should go to KPG Accounting. Invoice payment will be submitted to Kevin by Emma with approval from appropriate association treasurer. Kevin mentioned that there will be different financials for communities, one Balance Sheet and one packet for each community.

It was confirmed that Tarpon Cove has a One Drive cloud storage account that can be used for back up. A discussion is necessary to discuss the structure and access.

Mike Shields mentioned we have more than 240 emails on the electronic communication list. He also suggested that during the transition we should also go through the master list to insure it is up to date. It was also confirmed that owners can receive quarterly statement via email if they have opted for this method.

During the period when Emma is not on site, there will be a procedure in place of who the owners should contact for assistance. The information will be posted on the community website which will include the property managers cell phone number.

An example of concern on part time on site management was “what happens if gate breaks down.” The answer was the same thing that happens now in the absence of the manager. Certain Board Members know how to open the gates and can continue to be called upon if they are available. It was reiterated that a procedure, emergency phone number will be made public along with our property managers cell phone number.

John Ardito reminded that we have invested in new motors for the gate in the effort to increase the reliability.

Orlando, American Property Management Services, mentioned he knows of a roofing inspection that works with Insurance Companies. He will contact this company to inspect roofs. This company will than get back to him. Until further notice by Cayman Board their roofs will not be inspected. Orlando will put this in the works.

Respectfully submitted: Elaine Soucek, Secretary