

NORTHWOOD HOMEOWNERS ASSOCIATION

Managing Agent – Communities of America, Inc

P.O. Box 2608

Valrico, FL 33595

MINUTES OF THE BOARD OF DIRECTORS MEETING

April 5, 2007

Pursuant to duly given notice, the Board of Directors meeting for the Northwood Homeowners Association, Inc. was called to order by Barbara Cruz, President, at the Publix 2nd Floor Conference Room, 1290 CR 581 in Wesley Chapel, FL on April 5, 2007 at 6:40pm.

ROLL CALL: Directors present: George Ayetin, Maria Brockway, Barbara Cruz, Gloria Eber, Sharmaine Edginton, Linda Stachewicz. **AND** Romuald Jadotte via speaker phone (conference) during certain parts of the meeting.

Directors Absent:

Rick Pitrowski from Communities of America (COA) was NOT present.

Brian Howell and Chris Clark from Communities Association Management Services (CAMS).

Several residents present.

APPROVAL OF MINUTES: Minutes for February 1, 2007, March 1 and March 15, 2007 reviewed. Sharmaine Edginton motioned to approve February 1, 2007 minutes, Gloria Eber second, motion passed 7-0. George Ayetin motioned to approve March 1, 2007 minutes, Maria Brockway second, motion passed 7-0. Gloria Eber motion to approve March 15, 2007 minutes, George Ayetin second, motion passed 7-0.

BOARD MEMBER RESIGNATION: Maria Brockway announced that she can no longer remain on the HOA board as a director and as DRB Chairperson. After explaining her reasons for wanting to resign (due to work commitments), Barbara Cruz stated that the board refuses the resignation of Maria Brockway. Ms. Brockway stated that she will do her best to attend the meetings and participate.

There was no longer a need to accept resumes to fill the open board position. Barbara Cruz noted that the board was in compliance with statutes.

MANAGEMENT COMPANY PRESENTATIONS (DMS/CAMS): Brian Howell introduced Chris Clark as Northwood's property manager. Ms. Clark has about 12 years of experience in community services and has been with Mr. Howell's firm for about a year. For the first 90 days, Mr. Howell will be working with Ms. Clark to assist with the transitional period of becoming Northwood's new management company.

Following a question by George Ayetin, Mr. Howell indicated that once his company acquires a contract, a request for records letter is sent to the current/outgoing management company for a transfer of association information to his company. Operationally, the transition is rather quick, but getting the records from an accounting standpoint takes a little longer. Once resident listings are obtained from the old management company, Mr. Howell's company can proceed in issuing violation letters. Generally it takes a few weeks to obtain the files from the previous firm, but CAMS would be willing to go pick up the files.

Following Maria Brockway's question, Mr. Howell confirmed that his company would also takeover pending mediation/litigation issues as well.

Barbara Cruz explained to Mr. Howell that Rick Pitrowski of Communities of America has not been seen or heard from and that his contract is still in effect until April 30, 2007.

Maria Brockway stated she knows that Communities of America has all of their files electronically plus files for every resident with their DRB stuff in it.

Maria Brockway suggested updating the DRB form on the website to reflect the new management company's address.

Brian Howell suggested that the board appoint someone as a point of contact to work with his company, so once all of the information is obtained from COA, CAMS can hit the ground running.

George Ayetin raised concerns about residents who have still not paid their annual assessment and wondered if CAMS will bill the Association for notices sent out to residents once they take over. Mr. Ayetin explained that the association would essentially be making an extra payment, since the association would have already paid COA for the initial letter. The extra payment was not budgeted.

Mr. Howell stated that any resident who is delinquent would receive a statement indicating they are behind on payments. He would also look at Northwood's documents to see what the policy is on late fees. If there is no policy, he urges the board to adopt a policy as soon as possible.

George Ayetin urged CAMS to look at the list of delinquent residents to ensure that the list is accurate before sending out letters or statements.

Barbara Cruz asked Brian Howell if he would consider waiving the fee of sending out delinquent notices to residents for the first year of the contract. Mr. Howell indicated that it would not be fair to do so, but would be willing to send out the initial notices to residents in order to get caught up.

Proposal was made to send out friendly initial reminder by April 30th and by May 30th a firmer follow-up letter will be sent to residents regarding delinquencies.

Following a question by Romuald Jadotte, Brian Howell indicated that CAMS could make available Northwood's budget for accessibility via Northwood's website but encouraged that it be password ready to board members.

George Ayetin asked if there was a cost associated with the annual audit. Mr. Howell indicated that CAMS will do a year-end financial statement for the association but could arrange at no cost for an outside firm to conduct an independent annual audit for the association in which that firm would bill the association directly.

Barbara Cruz confirmed with Mr. Howell that the cost for the HOA board books would be cut in half from \$50 to \$25 per book. George Ayetin raised concerns about stretching the budget in paying for these books. It was decided to not move forward in supplying the meeting information in the book format and to disseminate the information for the meeting in the simplest most cost effective way.

Mr. Howell confirmed the issue of checks was stricken from the contract and is a non-issue. Mr. Howell also agreed for the first 90 days not to charge additional cost to the association should the meetings exceed 2 hours. In regards to the DRB meetings, CAMS charges \$25 to residents for home improvement requests. They will ensure that applications are complete before turning them over to the DRB committee with recommendations.

Sharmaine Edginton asked for clarification on the \$25 charge to residents and also asked if the board had a duty to present the idea to the community before instituting a home improvement fee since there was none before.

Mr. Howell, Ms. Cruz, and Ms. Stachewicz all stated that the board did not need to present to the community the \$25 home improvement application charge prior to its implementation. Barbara Cruz stated that other communities charge a fee and that the new fee charge will be printed in the upcoming newsletter.

Linda Stachewicz stated that most improvements are capital investments (painting, fencing, pool additions, etc.) on the part of residents and that a \$25 fee is very insignificant if someone is investing amounts ranging from \$2000 to \$10,000 on their homes.

Gloria Eber asked why someone should have to pay an application fee if they are repainting their house the same color.

CAMS explained that the \$25 fee is applied to the tracking/processing of home improvement requests.

Barbara Cruz indicated that CAMS has agreed to reduce their per door charge from \$4.00 to \$3.75, saving the community \$1,914 on a yearly basis. Should CAMS come aboard, Chris Clark, the property manager, will meet with the HOA representative and walk the community. CAMS is to have the agreement contract ready within 10 days for association attorney's review and for signing. CAMS will also provide fees for community newsletter (w/vendor advertisement to offset cost). Provide contact number to board members on who to contact at CAMS.

Mr. Howell suggested implementing July 1st as a start date for the home improvement fee.

George Ayetin asked for clarification to ensure the association would not be charged for a representative from CAMS to attend the DRB meetings. Mr. Howell confirmed that the association would not be charged for them to attend since residents would be paying the \$25 application fee. Mr. Ayetin also raised concerns on whether July 1st as a start date is sufficient time for homeowners to become aware of the \$25 fee.

Linda Stachewicz motioned to accept CAMS contract and have the attorney review, and authorize the Chair to sign on the contract so the board can start the transition as soon as possible to be ready by the April 30th deadline. Gloria Eber seconds the motion. Motion passed 6-0 (Romuald Jadotte via phone, Maria Brockway was no longer present).

Barbara will notify CAMS that the board has tentatively accepted the contract subject to the attorney's review and subject to certain provisions that were discussed are reflected in writing.

Linda Stachewicz motioned to approve the \$25 home improvement application fee for the residents to pay with each DRB application effective July 1st. Romuald Jadotte seconds the motion. Motion passed 5 yeas, 1 nay.

MANAGING AGENT'S REPORT: Neither Rick Pitrowski nor a COA representative attended the meeting.

Barbara Cruz indicated that the insurance policy was issued by Brown and Brown, was signed, and is currently in effect.

Barbara Cruz reminded the board that Rick Pitrowski (at the last regular meeting) took with him the 200+ pages of community violations and she has not been able to get in touch with him.

APPROVAL OF FINANCIALS: George Ayetin raised concerns regarding the miscellaneous account being \$2000 over budget. He attributes the overage to the creation of the community website. He also suggests that the board look at the contract with the lawyer because the association is spending a lot on legal fees. There is a question about a legal bill dating back to September of 2006 which was recently received. There is also a question about a bill (extra \$93) for a meeting the attorney supposedly attended (March) in which the board states the attorney did not attend.

Barbara Cruz recommended that the board hold payment until further clarification is obtained.

George stated that somehow the association needs to know that the increase in costs/spending is in part due to the set-up cost associated with changing Management Company.

NEW BUSINESS: Barbara Cruz read a letter sent by a resident to COA commenting on the need for change with management companies, etc.

Newsletter: Although the Ikare proposal for newsletter was tabled at the last meeting, Barbara Cruz stated that she has received offers from businesses to advertise on the community website. From these advertisements, approximately \$4000 would be put back into the budget.

George Ayetin reminded the board that Ikare obtaining advertisements to offset the cost of the newsletter is a mute issue since the new management company may be providing this service.

Barbara Cruz indicated that she will contact Ikare to inform them that their services will be utilized on a month-to-month basis until the new contract is finalized.

Social Committee: Gloria Eber reminded the board of the upcoming Easter Egg Hunt. She stated that the social committee purchased gifts and prizes for the kids to win at the event. Ms. Eber indicated she spent approximately \$30 and also obtained donated items from her job.

Barbara Cruz stated that she will bring in her receipts to the next meeting and encouraged the social committee to bring in their receipts as well. She also stated that there is to be no more buying by any board member for any event without prior authorization from the entire board.

Ms. Eber questioned if a banner would be available for the Community Bazaar. Barbara Cruz indicated a banner would be available which she was obtaining very inexpensively from a guy who owes her a few favors. Ms. Cruz also stated she would present the quote to the board and if any member knew of a lesser price, the board would go with the lesser charge.

Ms. Eber told Ms. Cruz she would like to pick up the box (obtained from storage) from her tonight. Ms. Cruz stated she was still waiting for clarification on whether Ms. Eber meant 12 A.M or 12 P.M.

Ms. Cruz asked Ms. Eber if she had the list of items in storage. Several board members responded that the list of items was emailed to everyone.

Barbara Cruz updated the board on the list of items in the shed. Some items in storage include a music DJ system, a boom box, coffee urns, coolers, etc.

Linda Stachewicz stated she did not understand what the advantage is to the community with the Bazaar and if it is to introduce vendors to the community, then the vendors should be paying any support fees associated with the bazaar.

Barbara Cruz indicated that the vendors would be paying for those fees through their registration fees. She explained that Meadow Point one just had their Bazaar with excellent turnout. Vendors included Bonefish Grill, The wine guy, Chefs, etc.

George Ayetin asked about the cost of the registration fee. Barbara Cruz stated it is \$40 per table and that the reason she did not mention the fee amount before was to see if we could charge more.

Ms. Cruz indicated out of the registration money, a DJ has to be paid. A face painter would also need to be paid. These vendors would not be selling anything at the event and have no way of making their income back. Ms. Cruz also stated that a bouncy lady will be on site as well and was giving us a very good price. However, she could not disclose the price the bouncy lady agreed to give to the association for the bazaar and that only a set-up fee would be charged in hopes of getting future business from the community. A pest control company, banks, realtors, etc are also expected to attend the event.

Barbara Cruz stated the bazaar will be a good way to showcase Northwood in a positive way to the rest of the communities.

Linda Stachewicz suggested that the HOA board should have a table at the event. Barbara Cruz confirmed there will be a HOA table, at which, names of vendors, etc. will be collected.

Gloria Eber stated that she was good at making baskets and asked for \$25 dollar to create a basket to be raffled at the bazaar. Barbara Cruz indicated that someone in the community makes professional baskets and they might be willing to charge the association a reduced cost to make the basket. Ms. Eber asked why pay someone when she is capable of making the basket herself. Barbara Cruz supports Ms. Eber's initial suggestion.

Linda Stachewicz motioned to allow Ms. Eber to spend \$25 dollars toward the purchase of items for a basket that will be raffled at the community bazaar. George Ayetin seconds the motion. Motion passed 6-0.

CDD Meeting: Residents were encouraged to attend May 1, 2007 meeting.

Waste Services: Another 30 days was issued by the CDD to allow Waste Services to clean the roads of oil spills caused by their trucks. A resident has agreed to follow Waste Services around to ensure they are doing their job.

Website: Romuald Jadotte was instructed to summarize his inputs and suggestions and forward them to Sharmaine Edginton to be incorporated into the minutes since audio via speakerphone was inaudible.

Barbara Cruz reviewed the highpoints of Mr. Jadotte's report: He is creating surveys and would like the board's input. Working on questionnaire for the community, complaint forms and DRB forms are being created.

Report by DRB: Barbara Cruz read a report with recommendations provided by Maria Brockway regarding the Edginton's issue. It was recommended that the case be sent to mediation. Barbara Cruz asked if there was a motion to accept the DRB recommendation. Linda Stachewicz stated given that the DRB is a sub-committee of this board, she is going to support their decision and makes a motion to move forward with mediation. Barbara Cruz seconds the motion. Motion passed 4 yeas, 1 nay, 1 abstained. Attorney, DRB board and the Edginton's will be notified.

OLD BUSINESS: Barbara Cruz updated the board on the status of Maria Brockway contacting the old board to obtain information regarding advertising with Tampa Tribune and Bay News 9.

PRIOR BOARD OLD BUSINESS:

Mailboxes: Unable to reach Nancy Irvine and as such cannot obtain the proposals for the mailboxes. Linda Stachewicz recommends the board allows the new management company an opportunity to do their job in ensuring that mailboxes are maintained by homeowners before the board takes on this issue. Item tabled until further research.

Garage Sale: Banner was found.

Crime Watch: Sign was knocked down by a resident. Barbara Cruz stated she contacted the Pasco county sheriff's office to ask that they drive through the community during certain hours of the day.

BOARD MEMBER COMMENTS:

Linda Stachewicz stated cars were broken into on New Smyrna Drive last night (between midnight and 4:00 am). The police are aware of the incident.

The security company and the management company were asked to help enforce the adult supervision requirement for the pool.

Gloria Eber asked who will be attending the upcoming Easter Egg Hunt. Romuald Jadotte indicated that he may not be able to attend.

Linda Stachewicz asked what time did board members need to arrive. Barbara Cruz responded no later than one o'clock.

George Ayetin, Barbara Cruz, Gloria Eber, Sharmaine Edginton, and Linda Stachewicz all confirmed their attendance for the Egg Hunt.

Sharmaine Edginton stated that she was approached by a homeowner raising concerns about the condition of Caladesi Park and wondered if it was a HOA or CDD issue.

Gloria Eber provided board members her cell phone number in the event anyone had questions regarding the Easter Egg Hunt.

Romuald Jadotte had a comment regarding the CIS report. Rest of the comment was inaudible via speakerphone. Instructed to summarize and email his comments to Sharmaine Edginton.

RESIDENT COMMENTS:

Blanca indicated that Caladesi Park should be checked for fire ants before the Egg Hunt. She also wanted to know what would be the function of the DRB committee with the new management company processing applications. Also commented on how some homeowners might respond to the \$25 home improvement fee. She also commented on the need to reach the Spanish speaking portion of the community about these changes.

Ms. Cruz responded that the DRB would still be making the decisions based on the recommendations from the management company.

Jasmine (pre-teen) stated the swing in the playground was broken. The fence is broken and the tennis court door won't open.

George suggested the board obtain sturdy mailboxes if we decide to move in that direction since the mailboxes obtained by the Barrington were falling apart shortly after installing them. He also wanted to know if Communities of America is still being paid because he feels that Rick Pitrowski although physically present at the prior meetings did not seem to care, as demonstrated by sitting with his back to the audience during the board meetings, not being involved and not responded to board member requests.

NEXT MEETING: The next meeting will be held May 3, 2007 at the Publix on Bruce B. Downs and State Road 56 at 6:30pm.

ADJOURN: George Ayetin motioned to adjourn the meeting. Barbara Cruz seconds. Motion unanimous. Meeting adjourned at 8: 45 pm.

Respectfully Submitted: _____
Sharmaine Edginton
Secretary