

# **NORTHWOOD HOMEOWNERS ASSOCIATION**

Managing Agent – Communities of America, Inc

P.O. Box 2608

Valrico, FL 33595

## **MINUTES OF THE BOARD OF DIRECTORS SPECIAL MEETING**

March 15, 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 2<sup>nd</sup> Floor Conference Room, 1290 CR 581 in Wesley Chapel, FL on March 15, 2007 at 7:05pm.

**ROLL CALL:** Directors present: George Ayetin, Barbara Cruz, Gloria Eber, Sharmaine Edginton, Romuald Jadotte, and Linda Stachewicz. QUORUM.

Directors Absent: Maria Brockway

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

Several residents present.

**APPROVAL OF MINUTES:** None - Minutes to be discussed at the regularly scheduled Monthly Meeting on April 5<sup>th</sup>, 2007.

**PRESENTATION BY MGMT COMPANIES:** There were no presentations made by any potential replacement for Communities of America (COA) at this meeting. Barbara Cruz indicated that she contacted Rick Pitrowski of COA on numerous occasions via emails regarding a list of potential replacement for his company, which is to occur at the end of April, and was unsuccessful in obtaining the information she requested.

The Board discussed whether DMS (the new management company for the CDD) could be a possible replacement for COA and whether there could be some cost benefits associated in having the one company represent both the HOA and CDD. George Ayetin questioned if DMS would be available to make a presentation before the HOA and introduce the person who would be the HOA representative. Linda Stachewicz raised concerns over the time constraints regarding the impending expiration of the community's liability insurance coverage and other time sensitive issues (i.e. letter of release etc.) as well as the urgency in selecting COA's replacement, since Mr. Pitrowski has neglected to provide any follow-up information regarding these issues as requested by the board.

George Ayetin suggested because of time, the Board should make a decision from the two management companies who provided proposals and who made presentations at the prior Board meeting held on February 1<sup>st</sup>. Linda Stachewicz reviewed the information provided by CAMS and Property Group management companies to refresh the Board's memory of the two companies.

The Board formulated a ranking criteria (scale of 1 through 5) consisting of several characteristics in order to decide which of the two companies would be better suited to represent Northwood of Pasco Homeowners Association.

|                              |  |  | G. Eber   | R. Jadotte | G. Ayetin | B. Cruz | S. Edginton |  | L. Stachewicz |
|------------------------------|--|--|-----------|------------|-----------|---------|-------------|--|---------------|
| Cost of service              |  |  | 4 & 3     | 5 & 5      | 4 & 2     | 4 & 3   | 4 & 4       |  | 5 & 4         |
| Professional Experience      |  |  | 4 & 3     | 4 & 3      | 5 & 2     | 5 & 3   | 4 & 3       |  | 5 & 3         |
| Completeness of Presentation |  |  | abstained | 5 & 2      | 5 & 1     | 5 & 1   | 5 & 3       |  | 5 & 2         |
| Scope of Service             |  |  | 5 & 3     | 5 & 3      | 5 & 5     | 4 & 4   | 5 & 4       |  | 5 & 3         |

**RANKING CRITERIA RESULTS:**

\*\*\*\* **CAMS** **107**  
\*\*\*\* **The Property Group** **69**

Based on the results of the ranking criteria, Gloria Eber motion to accept CAMS as the new management company for the Association, Barbara Cruz seconds the motion. Motion unanimously passed 6-0.

George Ayetin suggested that certain items in CAMS contract be clarified prior to agreeing to their contract, such as the collection cost and late notice fees line items. A motion was made by Linda Stachewicz to give Barbara Cruz the authority to negotiate the final details of the contract with CAMS, George Ayetin seconds the motion and agreed to work with Barbara to help resolve some of the concerns the Board has with the contract. George will forward his opinions regarding the contract via email, Barbara will contact CAMS at the beginning of this coming week and if they agree to the changes, the final contract will be sent to the HOA's attorney for final review. Motion passed 6-0.

**MANAGEMENT COMPANY UPDATE TO THE BOARD:** No Report-management not present.

**APPROVAL OF FINANCIALS:** No new report.

George Ayetin will contact Rick Pitrowski of COA regarding all previous pending issues and to ensure that the audit will be completed prior to COA's departure at the end of April so that this Board can have a baseline and the new management

company can have a clear start point. The Board requests that a start date and an end date be given by COA regarding the audit.

Barbara Cruz brought to the Board's attention that the vendor (Christmas by Christina), who installed the Christmas lights last year, claims to have not been paid from a bill dated December 27, 2006. Due to the cost, \$1675, this item was tabled until discussions with the old Board Members and COA occurs. Further, George Ayetin suggests writing the company for a copy of the original contract in addition to contacting the old board.

At a cost of \$82.39 a month for a storage unit at the 54 U store facility, Barbara Cruz along with Gloria Eber will go to examine and inventory the contents of the unit being stored before the next meeting on April 5<sup>th</sup>. The Board will then decide whether the items are worth storing or whether, and only after notifying the community, it is best to sell the items at the community garage sale.

**NEW BUSINESS:** Following a discussion regarding the incompleteness of the Critical Intervention Services (CIS) reports, Linda Stachewicz motion that the Board asks the CDD board to develop a guideline for a functioning set of accountability reports from CIS. Linda agreed to put together a report to be presented to the CDD board contingent on HOA board members sending her an email of incidents that should have been noted on CIS reports but were not mentioned. Romuald Jadotte indicated that CIS should be able to revise their reports.

Issues regarding speeding and parking in the road were discussed. Linda suggested petitioning the Pasco county sheriff's office to install a traffic calming device to help slow motorists. In terms of parking on the street, it was proposed that we remind homeowners in the newsletter that it is illegal to park in the streets and forewarn them that Pasco county sheriff will be citing those individual who ignore the rules. The streets are too narrow and when vehicles are parked in the street, it hinders the ability for emergency vehicles to get through.

### **SOCIAL COMMITTEE UPDATE**

Gloria Eber updated the Board on the dates for the upcoming social committee events and requested that signs be posted to advertise the events. Sharmaine Edginton provided the board with the lowest written quote she obtained from a sign company after contacting several other companies and motion to have event signs (a total of 5 signs @ \$30 each 18 X 24) made which includes signs announcing the monthly meetings. Linda Stachewicz seconds the motion and the board voted unanimously 6-0.

Gloria Eber motions the board to wear matching gold t-shirts at social events, but that each board member pays \$15 dollars of their own money for the shirts and the monogram portion to be paid by the association, possibly out of the

miscellaneous account. Sharmaine Edginton seconds and the motion was unanimously passed 6-0.

George suggested it be noted in the newsletter that the t-shirts were paid for out of the personal funds of each board member, and not out of the budget, so as to avoid any confusion. Romuald Jadotte will design the logo for the t-shirt and signs. Romuald suggests we consider a new logo since the current logo is embedded in a picture on the website and he has not received a response to his request from the old web company for a copy of the existing logo.

Barbara Cruz informed the board she has still not received the \$60 check that was requested at the last board meeting for the advertisement of the yard sale. If the check is not received soon, the window of opportunity to advertise the event might be lost.

### **WEBMASTER UPDATE**

Romuald Jadotte updated the board on the completion of Phase I of Northwood's new website and indicated he was ready to start Phase II. He stated that a few links for outside businesses were added who were willing to advertise on the site and the funds gained will offset some of the cost in the creation of the new site.

A CDD Board supervisor made a request to this Board to consider changing the name on our website from the first and last name at Northwood of Pasco.com to something different. Following an in depth discussion, Linda Stachewicz motion to keep the web consistent with the name of our website/community. Barbara Cruz seconds the motion and the motion was unanimously passed 6-0.

**OLD BUSINESS:** Ikare Publishing Inc. contract expires in May. At a cost of \$635 every other month, Barbara proposed seeking other price quotes unless the Board prefers to renew the contract. Linda reminded the Board that CAMS provides newsletter services and suggested the item be tabled until the board can further explore the cost factor should CAM, the new management company, do our newsletter. George suggested we renew Ikare's contract to maintain consistency for at least another year. Linda suggested incorporating 60 days out clause if the board decides to keep Ikare for another year and to ask that Ikare advertise for us to offset the increase in printing cost. Item has been tabled pending Ikare's response.

Following an informal proposal by the Board to achieve a resolution to this situation and in a spirit of compromise, followed by an in depth explanation of the color selection process by Sharmaine Edginton, the board agreed that a review of possible alternate trim colors would be reviewed at the next DRB meeting on April 5, 2007. George Ayetin raised concerns about circumventing the DRB committee's decision and since the Board plans on rendering a vote regarding

this issue, the Board should invite the DRB members to participate in the review of a possible alternate color selection process.

**NEXT MEETING:** The next regularly scheduled monthly meeting will be held April 5, 2007 at the Publix on Bruce B. Downs and State Road 56 at 6:30pm.

**ADJOURN:** The meeting was adjourned at 8:45pm.

Respectfully Submitted: \_\_\_\_\_  
Sharmaine Edginton  
Secretary