

Carrington at Stonebridge Condominium Association, Inc.

Board of Directors Meeting

February 16, 2017

The Board of Directors meeting of the Carrington at Stonebridge Condominium Association, Inc. was held on February 16, 2017 at Vesta Property Services, 27180 Bay Landing Dr., Ste. 4, Bonita Springs, Florida 34135.

Directors present:

- Jake Broncato
- Bill Whitman
- Keith Brown
- Mary Beth Prox
- Mike Weigensberg.

Also present:

Philippe Gabart from Sterling Property Services.

1. Call to order, determination of quorum, and proof of due notice:

The meeting was called to order by President Jake Broncato at 08:05 a.m.
It was determined that a quorum was present, and proof of due notice was accepted.

2. Disposal of the previous meeting minutes:

A motion made by Mary Beth Prox to accept the minutes of January 19, 2017 was seconded by Mike Weigensberg and approved by all.

3. Guests comments on the agenda:

None

4. Board Reports:

a. Treasurer's Report, KB:

- The association will have to pay income tax for 2016 on the income generated by the lease applications.
- The year-end financials are showing a loss of \$2, 420.00 for the year 2016.
- Building maintenance and Fire Safety budget line items have finished the year on the high side.
- As of December 31, 2016 the Reserves funds are \$613, 000, discussion ensued.

- Review of delinquencies:

A motion made by Mike Weigensberg to accept the treasurer's report, was seconded by Mary Beth Prox, and approved by all.

b. Building & Grounds Report MPB:

- Review of the gravel in front of the buildings on Harmony Lane.
- The back lanais will also receive gravel to improve the existing beds--large river rocks have been recommended.
- Repairs are needed to fill the gaps between the lanai and concrete slabs in the rear of the buildings.
- Update on planting of shrubs and other landscape improvements.
- Schedule of sod replacement is needed on the common areas, and having a line item in the budget is recommended.

A motion made by Bill Whitman to accept the Ground and Landscaping report was seconded by Keith Brown, and approved by all.

c. Lease & Sales Report, MW:

- Stonebridge main office provided great comments on the leasing process implemented by Carrington.
- Review of rental statistics--it was recommended to suggest long term rentals and unit improvements to owners.

A motion made by Keith Brown to accept the Lease and Sales report was seconded by Bill Whitman, and approved by all.

d. Social Affairs Report, BW:

- Review of social events schedule.
- A cook-out will be scheduled after the annual meeting on March 16, 2017.

e. Pool Report, BW:

- A defibrillator with housing for exterior use will be installed on the pool deck.
- Pool gates top rail should be painted ASAP.

A motion made by Mary Beth Prox to accept the Pool and Social Committee report, was seconded by Mike Weigensberg, and approved by all.

f. Presidents Report, JB:

- Review of Officers and Directors responsibilities.
- Implementation of tasks and projects.
- Special projects team schedule.

President: JB:

Run Annual and General Meetings of the Board, Fix Meeting Agenda, Liaison with Stonebridge, Member of Neighborhood Leaders Group, Follow-up on special projects, Approve Home Sales, Approve ARC Requests, Liaison with Boards Attorney (this can be delegated to special projects team coordinator), Makes Officer Appointment Recommendations after consulting with person, and concurred to by the Board.

Vice President: MW

Acts as President in his/her absence, approves property leases, special projects team coordinator, part of special projects team.

Secretary Treasurer: KB

Develops budget with input from members and Property Manager, monitor budget, maintain records (Vesta), maintain accounts payable and accounts receivable, maintain investments, part of special projects team.

Member at Large: BW

Maintains oversight of pool and repairs (within the fence), Social Affairs Coordinator, part of special projects team.

Member at Large: MBP

Grounds care (flowers, bushes, mulch, and community beautification projects), Newsletter generation, and Website maintenance and posting of information, part of special projects team.

All Buildings maintenance: is headed by special projects team coordinators MW along with assistance of KB and whoever from the community they wish to utilize for their expertise on a particular project.

Process for a Special Projects Board Members: identify a problem, discuss problem with Board or individual board members, discuss budget implication with Treasurer, discuss project with the Board, receive permission to proceed, appoint members to team, proceed with project, update Board on an as needed basis, approve that project is completed and ready to pay. Property Manager should be member of the team.

A motion made by Mary Beth Prox to accept the President's report and tasks assignments, was seconded by Bill Whitman, and approved by all.

5. Committee Reports:

None

6. Manager's Report:

a. 2017 Annual meeting update.

7. Old Business:

- a. Staircases, walkways painting schedule:
 - During the normal painting cycle the staircases should be painted as needed prior to winter season, and paid out of Reserves.
- b. Results of carport water leak repairs:
 - The leak inside the storage units on Harmony Lane seems to be caused by condensation, and could be alleviated by increasing the ventilation around the edge of the roof line, or so-called void area.
- c. Results of Water Inspection Program:
 - The project will be completed at the end of February.
 - Notification was mailed to owners when the inspection report recommended water heaters and expansion tanks replacement.
 - An alternative date will be provided for the units not inspected, or owners may provide their own plumbing inspection reports.
 - A follow up on replacement progress will be conducted via communication to owners.
- d. Railing repairs and replacement:
 - Carter Fence will be providing proposals to repair the following railing issues:
 - Secure railing to walls or concrete columns, especially second floors.
 - Handrail reinforcement, especially Harmony Lane.

Maintenance and painting can be achieved in part by better cleaning and painting.

- e. Grill survey update:
 - Most of the replies to the survey are in favor on Carrington Court.
 - Two locations will be selected on Carrington Court for BBQ.
 - Pavers pads and benches installed.
- f. Status of pool bench:
 - Pavers pad and bench installed
 - Pad may need to be increased.
- g. Status of Carrington Website:
 - Documentations and communiques published on the Stonebridge website as needed.

8. New Business:

- a. Discussion on Delta Cleaning Service:
 - Review of existing contract and discussion of service.
 - It was recommended to have a final meeting with Mike, Jake and Delta Cleaning to restructure the cleaning services.

- b. Discussion on securing condo outside water supply to unit, MW:
- Discussion to provide water access for landscaping crew at each building.
 - All outside valves will be inspected for repair by Colvenback Plumbing.

9. Adjournment.

There being no further business to discuss, the meeting was adjourned at 11:20 a.m.

The motion was made by Bill Whitman, and seconded by Jake Broncato.

Respectfully submitted by,

Philippe Gabart.
Property Manager, CAM.