

Debbie  
Houk

**Catalina Cove HOA Meeting Minutes from Dec. 21, 2016 (draft):**

Meeting convened at 5:30 pm on Wednesday Dec 21. Board Members President Don Todd, present, Vice President Henry Foucher, present, At Large, Kevin Whelan, present, Secretary, Debbie Houk, present. Treasurer Christopher Oeppinger was excused. Sophie Schuh Represented First Service Residential.

**Items discussed by the Board and Sophie:**

- 1- Annual meeting notice needs to be posted 30 days in advance.
- 2- HOA Monthly meeting agenda notice 48 hours prior to meeting.
- 3- Chapter 720 governs HOA and would be good to print out.
- 4- Suggestion that HOA board members take certification class.
- 5- Unapproved minutes should not be posted.
- 6- Financials for Dec 2016 and end of year had not yet been prepared by First Service
- 7- As of Oct 31, 2016 there was \$38,118 in an open account and \$90,xxx.xx in a reserve account. The financials were approved.
- 8- 2 units delinquent with HOA payment. 1 is never up to date and needs a letter. The other catches up (do not mention names at meetings)
- 9- First Service will continue to work until the end of January 2017. The HOA payment coupon books have been mailed by First Service for 2017 and the HOA has been charged.
- 10- A unit (14515 Catalina Circle) was rented by the owner without approval of the HOA board. This unit now represents the 8<sup>th</sup> rental unit and no additional units will be allowed to be rentals. (as per HOA limits to 8 rental units). A letter is being sent to the owner(s) that they are in violation. -  
---We need to get legal advice about rentals and renters to define guidelines. For now, if you are the unit is not occupied by the owner, you are a renter, even if family or friends. -----  
--Application for Rent includes vehicle registration, background check. Who can approve, who has to review?, and should they be interviewed?
- 11- There were 2 violations at the pool by the health inspector and they have both been fixed. A gauge was repaired and a broken item was replaced and we are now in compliance with regulations.
- 12- Annual Termite Inspection: All good, no problems.
- 13- Irrigation system: Henry and Don have looked at and will have Luke Brothers (Our landscapers) will repair what Henry and Don can't fix.
- 14- Lights were fixed at pool. Pool storage shed was cleaned and organized.
- 15- The pool area will be maintained by two residents (Henry and Nanette) at no cost to the HOA.
- 16- Parking guidelines need to be established and enforced.
- 17- E-mail list and phone numbers for all residents need to be updated.
- 18- All Pinellas County Docs. Need to be gathered and added to our files.
- 19- Road Repair (Dumpster area where asphalt is broken) will be looked at as our next door HOA is planning repaving project. Check on bids. Handle issues with tree roots.
- 20- NEXT MEETING January 25<sup>th</sup>, 2017 at 5:30 pm.

**Pond project discussion:**

- 1- Need final cost of all items.
- 2- Permit was deposited by Trench Company with the County, but the contractor and County retracted the permit because it is a repair and not a new pond, and this is private property. So no permit was pulled.
- 3- Discussion on the Pond and that it really did not have to be repaired as alleged by previous HOA board.
- 4- Discussion of drain holes. It was determined they were not necessary.
- 5- Contractor has been paid in full.
- 6- Discussion of the wall height. It is a good height at 32".
- 7- Do not need to contact the County. No one except for a current board member should speak with contractors or outside personnel including the County.
- 8- Wall was built to county specifications even though it did not need to be.
- 9- Luke Brothers was going to be asked for a bid on sod. Dirt was to be tamped down before laying of the sod.
- 10- Discussion for warranty of the pond work by Trench Company for how long?

**Addendum: Extra rocks were moved by a resident (Henry). They need to be removed by Luke Brothers.**

**Pool resurfacing Project:**

- 1- \$1000.00 deposit was made to lock in price for the project, which is \$25,294.00
- 2- President of our Board, (Don) has talked to the contractor from Island Way Pavers and Pools and the project and the contract can be modified. So we have options to cut costs and choose what we want. Colors, etc.
- 3- Pool is 30 years old and needs to be kept up. There is money in the Reserve fund.

**Property management company:**

- 1- We are paying First Service \$525.00 per month. First Service ends providing their service to Catalina code after January 31<sup>st</sup>, 2017.
- 2- We paid \$600.00 for the 2017 payment coupons to First Service.
- 3- First Service will start to transfer all documents on the web site to a USB drive and also put in a drop box.
- 4- The hard copy files need to be picked up from First Service and taken to our new property management company.
- 5- Three bids were received and a fourth bid was in the works.
- 6- Good idea (Sophie advised) to pick new management company with the same Bank (Union) as First Service so homeowners do not need new HOA payment coupons and direct deposit forms.
- 7- New waste management service saving the HOA \$200.00 per month that can be used, if needed, to put forward toward monthly payment for new management company.
- 8- Vote was taken on using an accountant, Self-managing, or hiring another Management company. Choosing a new Management company was the result of the vote.

The meeting was adjourned at 7:00 pm December 21<sup>st</sup>, 2016.