



# Englewood Isles Property Owners Association

## Board of Directors Meeting ~ MINUTES

### May 11th, 2016 **APPROVED**

The regular meeting of the **Englewood Isles Property Owners Association Board of Directors** was called to order by the president on May 11th, 2016 at 6:10 P.M. at Elsie Quirk Library. Quorum present.

**Board Officers Present:** President William Rowell, Treasurer Bill Callahan, Secretary Jeanne Fullilove

**Board Members Present:** Ann Marie Donatini, Verena Gillet, Stan Gdowski, George Gdowski, Christiane Hostler, Elizabeth Kotula, Odie Kourapis, Laura Marcusa

**Board Members Absent:** Richard Gunthert, Meredith Herrington, Gary LaFlamme, Thomas Sherrin

**Treasurer's Report:** Treasurer Bill Callahan distributed the April 30<sup>th</sup>, 2016 treasurer report via email to each board member prior to the meeting. He reviewed the accounts and checks that were written. He reported that Article 11.4 of our bylaws states that we have an annual financial report. The 2015 compilation was completed and is available upon request. The 2015 federal income tax was filed with no tax liability. Our CPA's office cleaned up the journal entries in QuickBooks, prepared the taxes and compilation at a cost of \$720. E. Kotula asked who would file Englewood Isles taxes for 2016, will we do it or have our CPA do it again? Treasurer wasn't sure yet, but president said we could probably do it ourselves next year. Motion to pass the treasurer report was made. Accepted, seconded and passed unanimously.

**Secretary's Report:** The minutes from the April 13<sup>th</sup>, 2016 meeting were discussed. Treasurer had some minor corrections. He also clarified a point made in last month's minutes about a list of rental property owners. A motion to accept the corrected minutes report was seconded and passed unanimously.

**Officers' Report:** No new business

**Old Business - QuickBooks:** Treasurer recommended an online version of QuickBooks which is always updated and backed-up on the QuickBook server. He felt our 2011 version is old, and there are no provisions for multiple users such as when another person needs access to the program when the treasurer is on vacation. This online version provides more accessibility. First year cost is \$20 a month, after that \$40 a month. B. Rowell recommended using the online version. E. Kotula asked who will have access to the program and what are we getting for the upgrade? Treasurer said the program offers continual updates, backup and the president and accountant would have access. The online version would be \$240 per year vs. \$219 for the stand-alone program.

Treasurer made a motion to rent the online QuickBooks program with backup and multiple users with the understanding that it can be cancelled at any time.

Motion was passed, seconded and passed unanimously.

**Property Maintenance Violation Update:** President discussed the property maintenance list given to him by Chair M. Herrington. On the positive side there are many homeowners who are willingly working on fixing issues such as dirty roofs, lawn problems, etc. C. Hostler suggested sending a letter of thanks Englewood Isles Property Owners Association WEB address: <http://www.EnglewoodIslesfl.org>

to these homeowners in appreciation for their efforts. However, in speaking to some homeowners the president was frustrated in trying to communicate with some who are infirmed or elderly and simply don't understand that they are in violation of the covenants; he recommended tolerance for these homeowners. The president gave updates on three problem properties discussed at the last board meeting.

**144 Brandywine** – President spoke to the person living at this property and felt he had made some progress. The tenant said he could work on the issues addressed now that he is over his illness. President also told this person that he needed to be more tolerant of his neighbors, *“we all need to make an effort to get along.”* L. Marcusa asked if there was a date attached to the clean-up of this property. President said no. L. Marcusa felt the board has a responsibility to the other homeowners who live near difficult neighbors such as this one. She felt the board has waited long enough for certain owners to comply with the covenants. C. Hostler suggested sending a letter giving a deadline to these owners. L. Marcusa recommended the board assess fines on these properties and turn them over to the fine committee. President said currently there is no *“organized”* fine committee. More needs to be discussed on this separate committee and its future members. The fine committee members cannot be members of this board, or a spouse of a board member. L. Marcusa said that there had been enough delays and that we need to bring this Brandywine property issue to a conclusion.

**477 Dover Circle** – President had a positive talk with the owner of this property. They met at the house with a landscaper and discussed the improvements that need to be made. The president said it was a good start, and suggested letting the owner follow through before taking any more action at this time. The board felt that it would be important to send a follow-up letter to the owner of this problem property indicating a deadline for the improvements to be completed. B. Callahan recommended that since the president spoke personally to this property owner and the one on Brandywine, that we should give them a reasonable amount of time to make their improvements, but then at some point we need to enforce the violations. J. Fullilove felt that because we all live in this neighborhood, we as a board need to be understanding of our neighbors' different circumstances, whether it be age related, financial constraints or health issues. Some neighbors will always be difficult. Having the president personally talk to certain owners of problem properties can be more productive than a letter, and it doesn't cost anything. Having a *“loose sense of perfection”* in the neighborhood is a good rule. J. Fullilove recommended sending these two owners a *“friendly”* follow-up letter with a deadline.

**344 Ardenwood** – President was very frustrated with the response from this property owner and feels that after so much time and lack of action the owner should be fined. L. Marcusa said this property has been vacant for 9 years and is in an estate. It has not been maintained, needs paint, landscaping attention and has black mold. Little things have improved, but not much. B. Callahan made a motion to fine this owner \$10 a day by way of a registered letter with enough time for the owner to respond. The amount was decided based on what legal fees would cost if that becomes necessary. Motion was accepted, seconded and passed unanimously.

**Fine Committee-** Much discussion was made on organizing a new fine committee, whose members would be appointed by the president and kept confidential from all including this board.

**Pineneedle Circle Island-** A homeowner on this cul-de-sac complained about the lack of mowing and trimming on that island. Recently, a decision was made by the board to discontinue mowing, which Englewood Isles Property Owners Association WEB address: <http://www.inglewoodislesfl.org>

saves Englewood Isles approximately \$700 per year. The island is owned and should be maintained by Sarasota County. *Any further complaints should be directed to the county.*

**Communications:** A.M. Donatini said the new directory has some inaccuracies due to homes changing hands or homeowners passing away while the directory was being printed. How should corrections be handled? B. Callahan said he makes an effort to keep directory details updated. E. Kotula said it's the responsibility of each homeowner to update the contact information. ***It was noted that our Units 4, 5 & 6 Englewood Isles website has a place to update homeowner information and contact numbers.***

**Florida Power & Light Parkway Lighting Issues** - President said F.P.L. is not going to take care of updating the 18 lights along the parkway. He had an independent contractor come out to estimate the cost of fixing and updating the lights; estimate was between \$50,000 and \$100,000. E. Kotula was frustrated that there hasn't been a recent meeting of the parkway committee to discuss the lighting situation, and she wasn't getting any answers as to when there would be another meeting. She stated that we still don't have any answers as to where the parkway committee stands and we need to make a decision about whether to continue with the F.P.L. contract, which expires December 25<sup>th</sup>, 2016. An additional strain on the parkway budget is that Units 1 & 2 did not pay their dues for 2016 by the April 30<sup>th</sup> deadline, so we don't know what kind of budget there is to work with since these dues have not been received.

**Property Maintenance Simplification** – President asked the board to think over the summer about changing the process of dealing with properties in violation that are ultimately fined. In his opinion, he would like to see a “friendly” letter sent out to the property owner in violation, telling them exactly what needs to be fixed, giving them 30 days to respond, and after that, if there is no improvement, the owners get fined. This would be instead of the old point system, which involved multiple letters and ultimately stretching the whole situation out far too long.

**Summer Board Meetings?** The president said there will be no summer meetings unless there is a specific issue that comes up. L. Marcusa was concerned about 5 months going by with no property maintenance supervision since the chair of that committee is away for the summer. President said that the chair does a great job doing a thankless job and that it's hard to get additional members to be part of that committee. A past board member and G. Gdowski volunteered to help with property maintenance over the summer. The president said he would also be here during the summer to take care of any problems that might come up. E. Kotula suggested asking people from the neighborhood to volunteer to help the property maintenance committee. Maybe something could be put on the website asking neighbors to help. L. Marcusa requested a board meeting in July. Board members who will be present at that time: President B. Rowell, E. Kotula, L. Marcusa and possibly A.M. Donatini. Not enough for a quorum.

**Delinquent Properties** – Treasurer reported there are currently 9 property owners who have not paid their dues; a couple of these homes are in foreclosure. Treasurer said he will be sending out statements with finance charges June 1<sup>st</sup>.

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Motion to adjourn, seconded, and passed unanimously. Meeting adjourned at 7:45 P.M.

Jeanne Fullilove,  
Secretary

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