



First Quarter Meeting Minutes for March 26, 2016

The meeting was called to order at 10:07am.

Board Members present:

- Ben Brown – President
- Bruno Pittini – Vice President

Condo owners present:

- Sign in sheet on file in the COA Office

Staff present:

- Tonia Bascom
- Aisha Corporan

Minutes from the 2015 Annual Meeting were read by B. Brown and approved as read by B. Pittini.

Treasurer's Report – B. Brown asked Kim Boyer, accountant with Affordable Booking, to review the Balance Sheet and the Profit & Loss Statement. There was discussion centered on both.

Brown shared that the sale of over 47 units by the Hampton Group to AMMU Investments has proven to be positive. Since AMMU Investments has renovated and leased 18 of those units to new residents. Randall, from AMMU Investments, mentioned that they would be starting their second round of renovations soon.

Old Business:

Haskell Pest Control – Buildings 9, 10, 11, and 12 were tented in November 2015. Next, the laundry room in the back and the maintenance shop will be tented December 21- 23. Bascom shared the laundry room will be closed from December 18 to December 28 and that residents will be able to use the front laundry room.

Buildings 4, 5, 6, 15 and 16 will be tented February 2016. A. Medina, owner of unit 2-622, asked when notification letters would be mailed to the owners and residents. Bascom shared that the notification letters to the owners in these buildings were mailed on December 1, 2015, and residents were notified on December 7, 2015.

Buildings 2, 3, 7 and 18 will be tented in March 2016. Bascom shared that the owners will be notified later this month and residents will be notified a week later.

Fence Update - Bascom shared that fence on the south side of the property (buildings 1-7), has been replaced.

Power Electric – Bascom shared that Power Electric hope to start work on adding lighting to the areas that have been previously identified and approved on the week of December 14, 2015 and will take several weeks to complete.

Long Term Capital Planning – Brown stated that because the new investor is paying his assessment on time each month it has helped the overall budget/cash flow. However, he wants all owners to keep in mind that the association will have to make some hard decisions, due to some major expenses that will include repairs to the roofs, paving, painting, lighting and landscaping and that there aren't enough funds in the reserves to cover the cost of these repairs if they were needed today. Brown stated that he does not want to do a special assessment but owners should not be surprised if there is an increase to the monthly assessments.

Brown shared that he wants to keep everyone to know that we do have a long- term capital plan for painting, roofing and paving. He shared that the plan includes painting, roofing and paving. Brown reviewed the cost for re-paving the entire parking lot and we have bids to do the paving which will add curb appeal. He shared that repairing pot holes will cost the association \$19,003. Brown also stated that replacing the landscaping would cost \$60,000 but adding shrubs ourselves will reduce costs. Randall Cortner with PMSI mentioned the company he used to redo the asphalt in a different community charged \$3,000 and he would provide the business contact information to Bascom.

Funding the Reserves – Based on the projected 2016 budget we will add \$2,940.00 per month to our reserve account totaling \$35,280.00 for the year.

Brown shared that while revenue has increased, we have a long way to go. He stated that the downturn in the housing market resulted in a loss of about \$1,000,000 and recouping the loss would take time.

2016 Budget and Association Dues – Brown shared that the increase to the COA Dues would go toward building the reserve fund.

Modification of 212 Berry Tree Place – The request to change the windows and add screens at the balconies was approved.

New Business:

- Board Openings – B. Brown shared that we currently have three openings on the Board and anyone interested in filling one of the three seats is asked to submit a Letter of interest to the T. Bascom.
- FewTek & OEI Energy, Inc. (OEI) Merger – Bascom explained the FewTek / OEI Energy merger. She shared that OEI bills are due within 17 days after the statement date and that bills e not paid by day 19 are charged a \$15 late fee and are mailed a past due notice that includes a water shut off date.

- Haskell Pest Control (Tenting) - T. Bascom shared that buildings 4, 5, 6, 15 & 16 were tented in February, buildings 2, 3, 7 & 18 tented in March, and as of March 24, 2016 all 27 buildings were for dry wood termites. B. Brown asked how long before we'd need to tent again; Bascom shared that Rob Queeninberry with Haskell Termite and Pest Control stated that we should not need to tent all for another 5 to 7 years.

B. Brown shared that Haskell has agreed to a payment plan of 12 months to pay each time they tent. This will give the association the ability to tent all of the buildings tented without having to pay the invoice up front. The invoice for tenting was \$61,002.00 and the balance due to Haskell is \$14,937.44. Bascom shared that the cost of tenting the buildings prior to February 2016 has been paid in full. Buildings tented in February and March 2016 have until 2017 to be paid off but is projected that the invoice will be paid in full before the 2017 deadline.

- Power Electric Lighting –
 - Completion - Bascom shared that the additional lighting at the front entrance, pool, and trash compactor has been installed and paid in full.
 - Additional lighting - Bascom and Joe inspected the property on January 29 recommended installing lighting to the tennis court and buildings 5 & 10.
 - - Joe expressed noted that though the lighting added to the pool is adequate but does not provide sufficient lighting to the court yard and suggested installing a wall pack light kit to buildings 5 & 10 would provide adequate lighting to the courtyard. He also noted the lighting on the tennis court does not work and the old, dilapidated poles need to be replaced.
 - **The additional lighting to buildings 5 and 10 was approved while the lighting for the tennis court is put on hold.**
 - Meter Bank changes at building 17 – B. Brown shared the electric meter box panels are 30 years old and will need to be replaced as needed due to costs and to avoid a special assessment. Brown shared that the electric meter panel at building 15 was updated in 2015 at a cost of \$6,291.
 - Bascom shared that Tampa Electric (TECO) inspected the meters in buildings 16 & 17 and the inspector expressed concerns with the electric meters at buildings 17. Bascom suggested replacing the meters in building 17 this summer. **Approved.**
- **2016 Insurance Renewal** – B. Brown shared that he and Bascom met with Billy Martin, with Comegys Insurance, to review our current insurance and discuss the 2016 Insurance renewal. Martin shared that there will be a reduction in the price due to new companies in the market. We discussed our current deductibles and found them acceptable. Brown stated that the price of our insurance decreased in 2015 and the savings will be put toward increasing our replacement cost coverage. Brown shared that our renewal date is May 2016.

- Valley Crest Landscape – Bascom shared that Valley Crest is submitting a new proposal for years 2017 - 2019. She shared that Valley Crest has also presented a proposal for mulch services at a cost of \$7,875. Brown commented the price is reasonable for a property this size.
- Lift Station Motor – Brown asked if everyone knows what a lift station is and its function; there were two owners who were familiar with the lift station. It was explained that lift stations are designed to pump raw sewage from a lower elevation to higher elevation. Sewage is fed into and stored in an underground pit known as a **wet well**. The well is equipped with pumps made specifically for transporting liquid waste or sewage through municipal lines until it reaches its point of destination, usually a treatment plant. Bascom shared that if one of the two lift station motors fails, it must be repaired promptly. She shared that the lift station is serviced monthly by Star Environmental Services.
- Back Pool Motor – Bascom shared that a new pool pump motor was installed.
- **Massey Pest Control (Quarterly Service)** – Bascom shared that although The Hamptons at Brandon provides monthly pest control services to all units, it's not being utilized by many of the residents. Massey Pest Control technicians provide services every Friday for 16 to 24 units each week but are only servicing an average of 5 to 7 units per week because: (1) Tenants forget to leave a key to the office, (2) Don't want anyone in the unit unless they're there, (3) Refuse services without providing a reason or, (4) conflict with schedule. Bascom shared that the association does not have keys to the units. She shared that notices are placed on tenant doors every Monday informing the tenants that their unit is on the schedule for services. Bascom stated that the association pays a monthly fee of \$306 to Massey Pest Control and costs remains the same even if they don't service all units scheduled that week. While it was suggested that we discontinue pest control services, B. Brown was asked if the COA could send a letter to all of the owners with his signature asking them to address this issue with their tenant(s) and reiterate the importance of allowing the quarterly pest control service to be performed in their unit. He agreed. Brown also asked if we could ask Massey to set a block time to perform the services so the tenant is not waiting all day for service.
- Fence Update – Bascom shared that the fence on the south side is completed up to the construction of the new community to the south of us. She shared that construction supervisor has requested permission to remove all of the trees and install the new which we will share. Bascom shared the construction supervisor has been easy to work with and that he keeps her updated their progress.
- 2016 Spring Fling, Saturday, May 14, 2016 – The annual family event for residents of The Hamptons at Brandon Condominium. Residents are invited to attend and enjoy free food and drinks and children activities will be provided. **The event was approved.**
- **Fire Inspection** – Bascom shared that while The Hamptons at Brandon passed its annual fire inspection, 66 owners/residents failed submit a fire extinguisher for inspection. Bascom shared that it's important for all owners to know that they are responsible for providing a five- pound

fire extinguisher to their unit(s). It was also shared that it's important that owners update their units with GFCI outlets where required (wet areas) and that the unit have a working smoke detector.

Bascom shared that according to Florida Fire and Safety there are 3 new Fire Inspectors in the Brandon area inspecting multifamily communities to ensure unit owners have equipped their unit(s) with a working fire extinguisher, smoke detector and GFCI outlets. Failure to comply can result in the owner being fined.

- **Open Forum –**
 - S. Slom 17-235 – submitted a request change her windows. **The request was approved.**
 - S. Slom 17-235 - inquired why was there a wire/extension cord hanging out of the window out of 16-224? She also shared that residents are hanging out at night on the TECO power supply box. **Bascom stated that she would follow up on this; she did and the cord was removed on Monday, March 28, 2016.**
 - J. Cottle 7- 556 – inquired about the completion of the gutters. Brown stated that the decision was made to stop installation of the gutters because it puts a hole in the roof and causes damage. Cottle stated that what you do for one building that you have to do it for all buildings. There was discussion whether all buildings needed gutters. Brown asked how many buildings new gutters and it was shared that 10 of the 27 buildings have new gutters. The association decided to continue with the gutter installations.
 - M. Moreau 13-524 – asked what is being built next door. Brown shared that a 120 unit apartment complex is being built. He shared that he and Bascom had met with the owner/developer and the owner had shared that the minimum income to reside there is \$45,000.
 - Fire extinguisher – R. Cortner stated that he has the 47 fire extinguisher that are needed for AMMU Investment units.

- Meeting adjourned at 11:50am