

BRIDGEWATER CROSSING HOMEOWNERS ASSOCIATION, INC.

c/o Associa Community Management Professionals, Inc.
4700 Millenia Blvd, Suite 515 Orlando, FL 32839

BOARD MEETING FEBRUARY 27, 2017

DRAFT MINUTES

A duly noticed meeting of the Bridgewater Crossing Homeowners' Association Board of Directors was held on Monday, February 27, 2017 at the Association Cabana at 5:30 p.m. The following Board Members were in attendance: President Ryan Umstead, and Treasurer Desmond Deignan (who attended telephonically). Vice President Dave Diefenderfer was not in attendance. Also in attendance was John Mullins representing Associa Community Management Professionals. Five members were in attendance.

After establishing a quorum, the meeting was called to order at 5:35 p.m. by Ryan Umstead.

Minutes: The Board was sent a copy of the minutes of the January 18, 2017 Board Meeting. Ryan Umstead moved to approve the minutes as written. Des Deignan seconded the motion. The motion carried unanimously by the Board Members present.

Financial Report: Desmond Deignan gave the Treasurer's Report. The Treasurer reported that the Balance Sheet for January did not show any change in the Equity Section for Reserve Funding from the previous period. The Manager, John Mullins, stated he would discuss with Hector Hernandez in Accounting.

The Treasurer stated that the Ground Maintenance is showing an overspend because the budget for 2017 was set prior to finalization of Tri-Choice's contract and some adjustments may need to be made to other categories as regular tree trimming and plants were included in their contract price. We need to determine if we need to incorporate those moneys allocated to those two line items into Ground Maintenance.

The Treasurer discussed the Delinquencies report, which looked very reasonable. There is one account with a high balance. The Manager will check with the Association's Attorney to determine what accounts are being handled with their firm. The Manager will also submit a Delinquency Report with notes for our next Board Meeting.

The Treasurer discussed the Town home assessments and made it clear to all in attendance that the association will not subsidize the town homes.

Management Report:

- **Pool Deck Painting Project:** Completed.
- **Fence Project:** Associa On Call (AOC) reported that the fence was delivered in black. The vendor also reported that it would take 4-6 weeks to have it reshipped in white. AOC called another vendor who stated they can have the white fence shipped in two weeks. The Treasurer asked if it was for the same price. The Manager will ask Brian in AOC to confirm pricing.
- **Townhomes and monthly fees:** The Manager stated that accounting erred and did not send the assessment coupons out on time. The order has been placed as of February 28, 2017 awaiting confirmation of when they will be in the mail.
- **Account Ledgers with \$10.00 or less balances:** The Manager confirmed that accounts with balances of less than \$10.00 were adjusted. The President made a motion to also waive late fees for accounts less than \$50.00. The motion passed by the Board Members present. The President directed the Manager to contact the owner whose last payment was in the amount of the old assessment to ensure they are aware of the 2017 assessment amount.
- **GL 1530 & GL 3005:** The Manager earlier provided the detailed ledger for both of these accounts. Historically it appears that it is the CPA Firm who makes the decision on how much to adjust GL 1530 – Allowance for Doubtful Accounts. At the end of 2015, Doubtful Accounts was approximately \$10,000. At

the end of 2016 the number increased to \$15,800.46. GL 3005 had an adjustment of \$5,079 adjustments were made to assessment income for CVM America, LLC

- **GL 6600 – General Repairs & Maintenance:** The President & Treasurer directed the Manager to determine what the expenses were in December 2016 because there was no description in the detailed General Ledger.
- **GL 6700 – Pool Supplies/Repair Maintenance:** The Manager previously submitted to the Board of Directors the detail General Ledger for GL 6700. After their review, the Board of Directors directed the Manager to get the invoicing and additional information pertaining to the purchase of the two pool umbrellas and the crack repairs to the pool deck from AOC.
- **Pricing and installation cost of two benches near entrance:** The Manager presented the proposal from AOC for two 8 foot benches. The President asked to be provided the scope of the labor & installation costs. In addition, the President and the Manger will inspect the site location for the benches and discuss best methods for installation. The Manger will direct AOC to provide further clarification on scope and installation of the benches so they are secured to the ground.

Old Business: The President & Treasurer are concerned that all amenities are listed on our insurance policy to include the Tennis Court & Basketball Court. The Manager will look into this matter. The Manager is awaiting the Insurance Policies to be delivered in order to review same.

The Manger noted that the Basketball Court Fence is in need of some repairs. The President & Treasurer believed they were previously repaired.

Diseased Palm Trees: The President directed the Manager to contact the Landscaper to ask for the report they agreed to provide listing all of the diseased palm trees.

Open Forum: One of the owners in attendance is concerned that an oak tree on common areas is interfering with and encroaching their palm tree. The owners are concerned that the palm tree may be impacted in its growth. The Board asked the Manager to get a quote from the Landscaper.

The next Board meeting will be scheduled on either April 3rd, 4th or 5th at 5:30 p.m. The Manger will get back to the Board of Directors with the date that works for his schedule.

There being no further business, Ryan Umstead motioned to adjourn. Des Deignan seconded this motion and the motion carried unanimously.

The meeting was adjourned at 6:40 p.m.

Respectfully Submitted for Approval,
John Mullins
Acting as Recording Secretary

ACTION ITEMS

- Verify Insurance Policy – Full amenity coverage & cost.
- Obtain pricing for purchase and installation of two benches near entrance and scope of installation.
- Tri Choice what is the contract amount and did the price increase; or, is there something included in The higher expense posted in January.
- Tri Choice, price proposal for oak tree interfering with owner's palm tree.
- Tri Choice, proposal to trim back all common area oak trees that are interfering with owners trees
- Tri Choice – Answer to cut back and demarcation line of cutting grass and weed trimming at Lake Front behind the clubhouse.
- Tri Choice – Report of diseased Palm Trees.
- When were the Coupon books mailed out to the townhomes?
- Is fence pricing the same cost with new vendor
- Was fence at basketball court repaired in the recent past
- Further details on GL 6600 and GL 6700 from Brian with AOC
- Delinquencies – Are any of the delinquent accounts with our attorneys.