

BOARD OF DIRECTORS MEETING MINUTES
SUNSET TRACE HOMEOWNERS ASSOCIATION, INC.
THURSDAY FEBRUARY 15, 2018

A meeting of the Board of Directors of Sunset Trace Homeowners Association, Inc., a not-for-profit organization, was held on February 15, 2018 in the Stamford Clubhouse.

Call to Order:

President Rose Wright called the meeting to order at 7:04PM.

Notice Posted:

Notice of the meeting was posted in accordance with Florida Statute 720.

Calling of the Roll:

There was a quorum of the Board.

Directors Present:

Rose Wright, President

Robin Harbach, Vice President

Jerry Shapiro, Treasurer

Edward Banasiak, Secretary

Jeffrey Kirsch, Director

Also Present:

Debbie Harn, LCAM, Property Manager

Approval of Previous Board of Directors Meeting Minutes 11/15/2017 and Budget Meeting Minutes 12/13/2017:

Jerry Shapiro made a motion to accept and approve the minutes from the previous Board of Directors meeting held on 11/15/2017. Rose Wright asked for a correction. Robin Harbach seconded the motion with correction. All were in favor, none opposed and the motion carried unanimously.

Robin Harbach made a motion to accept and approve the minutes from the 12/13/17 Budget Meeting. Ed Banasiak seconded the motion. All were in favor, none opposed and the motion carried unanimously.

Reports:

- a. President – Rose Wright introduced members to the new property manager, Debbie Harn.
- b. Treasurer – Jerry Shapiro reviewed the December 2017 financial report.

- c. Manager – Debbie Harn reviewed project completed and projects being addressed. She also answered several questions that the board president had written out.

Committee's Reports:

- a. Maintenance – None at this time.
- b. Security – Kevin Bonura reported that the next meeting will be held on February 27th.
- c. Covenants – Jeff Kirsch reported that the committee should be finishing up their revisions this week to send to the attorney and then a vote of members.
- d. Landscape – Mary Ann Hudecki reported that the committee will meet next week. She also discussed the appearance of the entrance.

Old Business:

None at this time.

New Business:

- a. Set Date for 2018 Annual Meeting – Robin Harbach motioned to accept and set the Annual Meeting date for April 19, 2018. Jerry Shapiro seconded the motion. All were in favor, none opposed and the motion carried unanimously.
- b. Pressure Wash Project Estimates – Jeff Kirsch made a motion to accept the estimate provided by Clean by Gene for \$43,450.00 to clean all Villa roofs, driveways & walkways, all Sandalwood walkways & parking areas, HOA office parking area, walkways, pool area and tennis courts, Wellesley parking areas and all walkways including Stamford Clubhouse parking, walkways and pool area, and Stamford walkways and parking areas. Jeff Kirsch made a motion to accept the estimate as presented. Robin Harbach asked that main roadway swales be added. She then seconded the motion. All were in favor, none opposed and the motion carried unanimously.
- c. Fence Repair Estimate – Debbie Harn informed the board that she was continuing to try to get bids for fence repairs. Rose Wright said the item will be tabled until further bids are received.
- d. Tree Removal Estimates – Robin Harbach made a motion to accept the estimate presented by Monte's Tree Service for tree removal and stump grinding as presented. Jeff Kirsch seconded the motion. All were in favor, none opposed and the motion carried unanimously.

Good and Welfare:

Several members made comments and asked questions.

Adjournment:

There being no further business to come before the Board, Jerry Shapiro made a motion to adjourn the meeting at 8:16 p.m. Ed Banasiak seconded the motion, all were in favor, none opposed and the motion carried unanimously.

APPROVED

3/15/18