

**NOTICE  
BOARD OF DIRECTORS  
JACARANDA COUNTRY CLUB VILLAS CONDOMINIUM ASSOCIATION, INC.  
FRIDAY, APRIL 29, 2016  
AT THE ASSOCIATION POOL CABANA  
3:00 P. M.**

1. Call to Order.
2. Proof of Notice of Meeting and Established Quorum.
3. Satellite Installation unit 837.
4. Adjournment.

**MINUTES OF THE SPECIAL MEETING  
BOARD OF DIRECTORS  
JACARANDA COUNTRY CLUB VILLAS CONDOMINIUM ASSOCIATION, INC.  
MONDAY, APRIL 25, 2016  
3:00 P. M.**

Present: Clayton Harrington, President, Keith Matthei, Vice President, Lee Snell, Secretary, Bill Tedrow, Treasurer, Tim GaNun, Director, and owner representation from units 837, 805, 859, 885, and 863.

The meeting was called to order by the President, Clayton Harrington, at 3:02 P. M. at the pool cabana, a quorum being present. Proof of Notice of Meeting was posted at least forty-eight hours in advance.

The purpose of this meeting was to decide on the placement of a satellite dish as requested by the owners of unit 837. The request is to install a pole and dish along side of the limited common element which would indicate that the pole and dish would be on common element.

Keith Matthei stated the 1996 FCC rules allowed for owners to install satellite dishes on limited common element without Board approval.

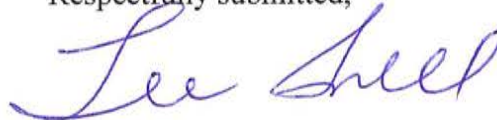
MOTION was made by Keith Matthei and seconded by Clayton Harrington to approve the placement of the satellite dish on the common element.

MOTION PASSED.

(for: Harrington, Matthei, Tedrow – against: Snell, GaNun)

There being no further business to bring before the Board, the meeting was adjourned at 3:40 P. M.

Respectfully submitted,



Lee Snell  
Secretary

**NOTICE  
BOARD OF DIRECTORS  
JACARANDA COUNTRY CLUB VILLAS CONDOMINIUM ASSOCIATION, INC.  
MONDAY, APRIL 18, 2016  
AT THE OFFICES OF KEYS-CALDWELL 1162 INDIAN HILLS BLVD.  
9:35 A. M.**

9:30 A.M. Continuation of the Annual Meeting.

9:35 A.M. Regular Monthly Board Meeting.

Floor Open to Owners' Comments.

1. Call to Order.
2. Proof of Notice of Meeting and Established Quorum.
3. Reading and Approval of Minutes of February 15, 2016.
4. Resignations/Appointments.
5. Review of Financial Report.
6. Correspondence: 897 Concern Form – remove palm tree; 824 No Form – install gutters/downspouts; 809 Concern Form – plant around FPL distribution box; 883 Letter – irrigation questions; 894 Landscape Change/AMA – enlarge patios; 895 AMA – patio; 906 Landscape Change – landscape plans; 883 No Form - landscape change; 898 Landscape Change – plants next to the garage.
7. Committee Reports:
  - A. Irrigation and Buildings.
  - B. Grounds and By Laws.
    1. Remove Palm between 828-834.
    2. Authorize Funds for a Shrub between 828-834.
  - C. Insurance, Financial and Budget.
  - D. Pool, Pool Area, Pest Control.
    1. Request for Rat Control.
    2. Rodent Holes.
  - E. Safety.
  - F. JWHA Representative's Report.
8. Unfinished Business:
  - A. Electric at Front Island.
  - B. New Well / Reclaimed Water.
  - C. Cleaning Front Wall.
9. New Business:
  - A. Communications/Email List.
  - B. Propane.
  - C. Insurance Claims #890 and #815.
  - D. 890 Reimbursement for Roof Repair.
  - E. New Resident's Packet.
10. Sales/Rental Applications.
11. Adjournment.

**MINUTES OF THE MEETING  
BOARD OF DIRECTORS  
JACARANDA COUNTRY CLUB VILLAS CONDOMINIUM ASSOCIATION, INC.  
MONDAY, APRIL 18, 2016  
9:30 A. M.**

Floor Open to Owners' Comments: Doug Moore suggested that the Welcome packet be updated and volunteered to review the document for changes.

Present: Clayton Harrington, President, Keith Matthei, Vice President, Lee Snell, Secretary, Bill Tedrow, Treasurer, Tim GaNun, Director, Jackie Wood for Management and owners in the audience.

The meeting was called to order by the President, Clayton Harrington, at 9:34 A. M. at the offices of Keys-Caldwell, Inc., 1162 Indian Hills Blvd., a quorum being present. Proof of Notice of Meeting was posted at least forty-eight hours in advance. All Motions passed at this meeting were unanimously approved by all Directors present, unless otherwise noted.

Reading and Approval of Minutes of Last Meeting: MOTION was made by Tim GaNun and seconded by Lee Snell to approve the Minutes of the Meeting of February 15, 2016, as presented.

MOTION PASSED.

MOTION was made by Clayton Harrington and seconded by Keith Matthei to approve the Minutes of the Meeting of February 15, 2016, as corrected.

MOTION PASSED.

Resignations/Appointments: None.

REVIEW OF FINANCIAL REPORT: Bill Tedrow reviewed the March Statement of Operations and noted that the water bill and legal are running over budget.

CORRESPONDENCE: 897 – Concern form - remove palm tree – Beechtree removed the tree. 824 – No Form – install gutters/downspouts – no action taken. 809 – Concern Form – plant around FPL box – 3 viburnum were planted. 883 – Letter – irrigation questions – Keith Matthei will request that Beechtree add the irrigation schedule to the calendar. 894 – Landscape Change/AMA – Clayton Harrington stated that the previously submitted forms were from September 2015, and that he has asked the owners to resubmit any request that they may have. 985 – AMA – patio – approved as submitted. 906 – Landscape Change – approved. 883 – No Form – this was a carryover from a previous meeting. 898 – Landscape Change – plants next to the garage – approved. 861 – Concern Form – trimming issues – Keith Matthei will respond. 837 – AMA – Direct Dish installation – Clayton Harrington will talk with the owners about the placement.

Irrigation and Buildings: Tim GuNun reported that irrigation heads were replaced at 880,882,



865, 886, 885, 809 and 811. Rust stains were cleaned from the pool area.

Grounds and Bylaws: Keith Matthei reported that dead bushes will be removed at the entrance wall; the Garden Committee is requesting \$125 for plantings; he reviewed the response from the country on reclaimed water; rodent holes have been filled, and it is believed that the problem is resolved; George will be asked to remove the dead palm between 828-834; the Garden Committee will be asked for a recommended shrub to install between 828-834 at a cost not to exceed \$50.

Lee Snell recommended that the Board consider a replacement driveway surface other than the pebble surface. Mr. Snell will bring recommendations to the Board.

Insurance, Financial and Budget: Mr. Tedrow reported that Insurance is 57% of the budget.

Pool, Pool Area and Pest Control: Lee Snell reported that he will shut off the pool heater today for the summer; one pool chair has been ripped; excess pool furniture will be stored, with permission, in the garage of 836; the pool deck repair has not been made; the restroom cleaning has improved; and the men's room door needs a new closing mechanism and the latch needs an adjustment. It was the consensus of the Board to not pay for rodent control; however, owners are allowed to install bait boxes around their units.

Safety: Doug Moore reviewed his April 2016 Safety Committee report, a copy of which is attached and made a part of these original minutes.

Welcome Committee Packet: Doug Moore submitted a revised copy of the Welcome Committee Packet for Board review.

JWHA Representative Report: Clayton Harrington reported that the Master Board had two meetings, both of which focused on violation fines and cleaning walls. The Master legal budget is \$45,000 for 2016 and as of the end of March 2016; \$30,000 - \$35,000 has been spent.

#### UNFINISHED BUSINESS:

Electric on the Front Island: Lee Snell stated that he spoke with an electrician and there are more problems than expected. There is no bottom on the mail electrical box and there are exposed wires. Mr. Snell will obtain a detailed proposal for all electrical issues.

New Well/Reclaimed Water: Tim GaNun received a bid of \$800 to install the system that will help with the rust stain from the irrigation water; the system takes a gallon of product for each irrigation cycle. No action was taken on this item.

Reclaimed Water: A copy of the email response is attached and made a part of these original

minutes.

Cleaning the Front Wall: Tim GaNun reported that he has cleaned the inside of the front wall.

NEW BUSINESS:

Communications/Email List: Bill Tedrow volunteered to maintain an email list of the owners. Management will forward any Authorization forms to Mr. Tedrow.

Propane: Clayton Harrington will draft a letter to the owners regarding the County rules on propane storage. It was suggested that the Association's rules and regulations be distributed once a year.

Insurance Claims #890 and #815: MOTION was made by Clayton Harrington and seconded by Keith Matthei to reimburse the owners of unit 890 \$830.00 and \$278.80 for the roof overhang and gutter damage from a fallen tree.

MOTION PASSED.

Management will create a line item for Insurance Deductibles and charge the \$1,108.80 against this newly created line item.

Bill Tedrow will contact the Association's Agent, Mike Angers, regarding the claim for unit 815.

New Resident's Packet: Covered.

SALES/RENTAL APPLICATIONS:

805, Griswold sold to Goulet/Smith, closed 3/21/16.

892, Allison sold to Wilson, closed 3/31/16.

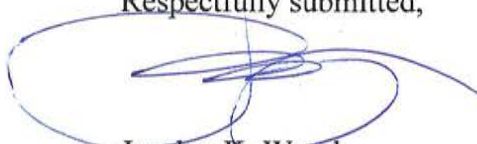
839, Runyan sold to Potts, closed 3/18/16.

MOTION was made by Keith Matthei and seconded by Tim GaNun that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 11:32 A. M.

Respectfully submitted,



Jacalyn K. Wood  
For the Secretary



## JCCV SAFETY COMMITTEE REPORT – APRIL 2016

Two representatives from the Sarasota County Fire Department made a presentation at the Annual JCCV HOA meeting on March 7, 2016. Topics were Fire Extinguishers, Smoke/Fire Alarms, Gas Outdoor Grills and Home Safety & Medical Emergencies.

### FIRE EXTINGUISHERS

The Florida Fire Prevention Code requires that each unit in the complex must have a **2-A:20-B:C fire extinguisher with a minimum of 5 pounds of chemical**. The fire extinguisher must be obviously located and easily accessible. The Fire Department (FD) indicated the extinguishers must have an inspection tag and be recertified annually. A fire extinguisher is certified for use up to 6 years - after 6 years the fire extinguisher must be completely discharged and the tank cleaned before refilling. You also may elect to replace it with a new extinguisher. The Fire Department indicated homeowners are responsible for compliance with fire extinguisher rules and could be cited on inspections for: no fire extinguisher, an insufficient sized fire extinguisher and/or units which are out of certification. They also indicated JCCV could be cited if numerous violations were noted.

The required fire extinguisher may be purchased locally at Alliance Fire & Safety Company, 500 Base Avenue E, Venice, 34285, 941-485-5402. The cost is \$65.00 (as of the date of this writing) and is certified and tagged (a \$10 value). A \$10 per unit discount is offered if 20 or more are purchased together. The fire extinguisher also may be purchased online at Fire Extinguisher Depot for approximately \$49.00. Costco periodically offers a First Alert extinguisher rated higher at 3-A:40-B:C for \$35. There may be other vendors/prices available. You are welcome to do your own research.

All extinguishers must be inspected and recertified annually by a qualified individual. Alliance Fire & Safety can do this for JCCV on a group basis for \$40 base fee and \$8 per unit. If 20 extinguishers are inspected, the price per unit works out to \$10. Checks with the local fire department determined they no longer perform courtesy recertification of extinguishers.

### Recommendations:

1. While a group purchase of suitable extinguishers was made several years ago (Chuck Ford) and just recently (Clayton Harrington @ Costco), the number of JCCV units with appropriate extinguishers is unknown. We recommend the Board send an inquiry to each owner to determine if each has the required extinguisher.
2. An annual mass inspection of extinguishers should be arranged with a local vendor, probably each March, so as many can be recertified as possible. Owners could arrange to bring their extinguisher to the pool area where inspections could be done. Those not participating will have to make their own arrangements for recertification.
3. As owners are responsible for having the appropriate extinguishers and maintaining certification, keeping track of compliance will always be inherently difficult. FD inspections will likely result in more owner citations than improvement in compliance across JCCV.



## **SMOKE ALARMS**

Smoke alarms are required to be placed above or near the door outside of each bedroom and are often hard wired with a battery backup. Battery powered units may also be used. Some battery units have replaceable batteries which must be changed regularly. Others have permanently installed batteries with a unit life of 7 – 10 years, after which the unit must be replaced. For extra safety the FD also recommends an alarm in each bedroom over the door. Residents are required to test alarms monthly and the FD indicated a record must be kept. Smoke alarms are readily available from many retail vendors throughout the Venice community as well as online.

### **Recommendations:**

1. The Board should provide an informational bulletin for owners/residents regarding fire alarm requirements and recommendations on where to purchase them. It should be circulated to each unit owner or resident.
2. A good Samaritan crew could be organized to assist residents who may need assistance in installing battery powered alarms where older alarms are missing or inoperative.

## **GAS AND CHARCOAL OUTDOOR GRILLS**

This is a controversial and confusing topic which has been discussed among the residents for some time. JCCV policies do not support the outdoor storage of gas, charcoal or electric grills.

The following are the basics supplied by the FD:

1. The basis for the requirements below is JCCV buildings containing *three or more residential units* are classified as “multifamily dwellings” and come under particular rules on combustibles. This include everything from JCCV’s villa-style, single floor dwellings to high occupancy, high rise apartment buildings. It is interesting that JCCV buildings which have *two units* are classified as “two family dwellings” and do not fall under the same rules.
2. Propane tanks and gas grills containing them may not be stored inside multifamily structures (including garages) and may not be kept within 10 feet of such structures. This also applies to charcoal supplies and charcoal grills when they are operating. Electric outdoor grills are not prohibited, but may only be operated 10 feet away from a building.
3. Gas grills may be stored in and near structures if the propane gas tank is removed from the grill. The tank itself and also charcoal supplies must be stored in a safe location at least 10 feet away from any occupied structure. This could include a storage shed or other secure location on the property of JCCV assigned for this purpose.

After the FD presentation at the annual meeting, a long discussion by the Board and JCCV members ensued. There were many options discussed but there was no resolution to the problem of storing and using gas/charcoal grills at JCCV.

### **“Recommendations”:**

As a disclaimer, the Safety Committee is not recommending or disputing the following options. They are being presented as options with pros and cons to further the discussion on grills.

1. Remind owners/residents of the FD requirements restricting gas and charcoal grills and recommend using only electric grills. Pro: Meets FD requirements. Con: Available models



of electric grills at reasonable prices are limited and may not suit the needs of some owners. Electric grills are best operated without an extension cord. Grill electric cords may not be long enough to operate them 10 feet from a building.

2. Provide storage areas for propane tanks and charcoal fuel which are away from occupied structures. Pro: Meets FD requirements. Cons: Owners would have to collect tanks or charcoal, convey them to the grill's location, connect tanks for use, and return them for safe storage again. This appears to be cumbersome and could introduce risk to owners for injury lugging tanks and loading them into grills. Unsightliness and security at an untended storage location and confusion over tanks might be a problem.
3. Provide general use grilling stations at a number of locations around JCCV where a gas grill would be located, possibly charcoal grills, as well. Pro: Meets FD requirements. Cons: Residents would need to carry food to locations away from their unit; conflicts on availability might occur; sanitation and cleaning up might be a problem; may be unsightly to those residents who may be near such public use stations.
4. Do nothing and hope the FD does not inspect the facility for violations. Pro: Easy. Con: Does not meet FD requirements. Subjects owners (and JCCV) for potential citations and fines. Puts residents at risk of injury and property loss in the event of a fire.

#### **EMERGENCIES AND EMERGENCY MEDICAL SERVICES**

The FD Emergency Services representative provided information regarding the "File for Life" program. It consists of a yellow information sheet which is inserted in a red "File for Life" magnetic packet and attached to the refrigerator. Fire and emergency responders know to look there for the "File for Life" packet when dealing with a medical emergency. The information sheet provides vital statistics, medical condition information, prescription drug information, allergies, next of kin/friend contacts, insurance, Medicare and hospital information. Even though a spouse or companion may be present, the excitement and confusion of a medical emergency can disrupt the accuracy of required information about the patient. These packets are available at the Keys-Caldwell office and from your local Fire Department.

The FD also reminded residents to be aware of hazards in the home. They recommended monitoring for loose carpets and other trip hazards, to be aware of the hazards of slipping in bathrooms and, if needed, to install proper "grab bars" in tubs, showers and toilet stalls. They recommended not to be afraid to use canes/walkers for those who are unsteady moving about.

#### **Other information for consideration:**

An email was forwarded to the JCCV President by Jackie Wood, Keys-Caldwell, Inc., regarding a communication from Deputy Cathy Duff, Crime Prevention Community Liaison from the South Sarasota County Sheriff's Office. The Deputy has met with a number of community associations. The Deputy seeks contacts from communities to be able to forward information on problems which may arise in the community. She also seeks input from communities on concerns they may have for law enforcement. The Board may wish to discuss establishing a JCCV contact individual with the Deputy. JCCV may also wish to request a presentation by the Deputy to our residents regarding home and community security.

Presented by:

Douglas Moore & Chuck Ford, JCCV Safety Committee

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**From:** Keith Matthei-JCCV <keith.jccvillas@yahoo.com>  
**Sent:** Tuesday, March 15, 2016 11:18 AM  
**To:** Clayton Harrington; Tim Ganun; Lee Snell; Bill Tedrow - JCCV  
**Cc:** Dave Long; Jackie Wood  
**Subject:** Fw: Reclaimed water inquiry  
**Attachments:** Jacaranda\_Reuse\_Line.pdf

I had called the county a while ago to ask about the reclaimed water availability. They needed some time to check their piping and just replied. To use the reclaimed water you need to have some type of holding pond because the water is delivered only at night, with apparently no guarantee on the timing (it may not start at the same time each day) and not under pressure. The attached photo shows the pipe is on the opposite side of our pond and feeds the club's pond located on the right side of the 12th fairway. According to their website the cost of reclaimed water is about \$0.44/1000 gal. We have a very rough estimated usage of 70,000 gal/week based on the number of hours we run our irrigation system, or roughly \$31/week.

----- Forwarded Message -----

**From:** Brian Fagan <bpfagan@scgov.net>  
**To:** "matthei@yahoo.com" <matthei@yahoo.com>  
**Sent:** Tuesday, March 15, 2016 8:15 AM  
**Subject:** Reclaimed water inquiry

Good morning Mr. Matthei,

Please take a look at the attached map showing the reclaimed water line running to the Jacaranda Golf Club storage pond. The line runs right to the south of your condo complex. There are several options you could pursue. First, you could approach the golf course management and see if it would be possible to install a line to their storage pond. This would more than likely also require that you install your own pump and filter station, unless they agreed you could utilize theirs to pressurize your line.

The second option would be to hire an engineer to look into the possibility of using the pond directly behind your complex as a reclaimed storage pond. The reason for the need to hire an engineer is that it appears your pond is interconnected with others in the area and is more than likely governed by an Environmental Resource Permit issued by the Southwest FL Water Management District (SWFWMD). This option would also require the installation of a pump and filter system in order to serve your irrigation system.

I hope you find this information helpful and I'm happy to assist you if you have any other questions or would like to pursue these options for utilizing reclaimed water further.

Than you,  
Brian

**Brian P. Fagan**  
Sarasota County Public Utilities  
Utilities Planning  
1001 Sarasota Center Blvd.







**MINUTES OF THE CONTINUATION OF THE ANNUAL MEMBERSHIP MEETING  
JACARANDA COUNTRY CLUB VILLAS CONDOMINIUM ASSOCIATION, INC.  
MONDAY, APRIL 18, 2016  
9:30 A. M.**

The meeting was reconvened by the President, Clayton Harrington, at 9:30 A. M. at the offices of Keys-Caldwell, Inc.. Present from Management was Jackie Wood.

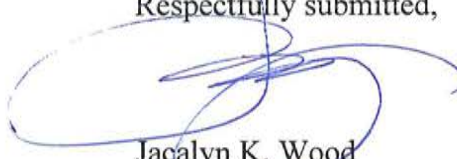
The purpose of the Annual Meeting extension was to collect additional votes.

Amend Article 9.4 of the Declaration of Condominium:

YES 72 NO 0 PASSED

There being no further business to bring before the membership, the meeting was adjourned at 9:31 A. M.

Respectfully submitted,



Jacalyn K. Wood  
For the Secretary