

**NOTICE**  
**BOARD OF DIRECTORS**  
**JACARANDA COUNTRY CLUB VILLAS CONDOMINIUM ASSOCIATION, INC.**  
**MONDAY, NOVEMBER 20, 2017**  
**AT THE OFFICES OF KEYS-CALDWELL 1162 INDIAN HILLS BLVD.**  
**9:30 A. M.**

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 October 16 and October 31, 2017.
4. Resignations/Appointments.
  - A. Reorganize the Board Positions.
5. Review of Financial Report.
6. Sales/Rental Applications: None.
7. Correspondence: Water intrusion, 809; Exterior Stucco Repair, 834; Lanai Flooding, 888; New Windows, 853; Driveway Surface, 892; Water Intrusion, 863; Front Door Replacement; 895.
8. Committee Reports:
  - A. Irrigation and Buildings.
  - B. Grounds and By Laws.
  - C. Insurance, Financial and Budget.
    1. GAB Robbins Appraisal Bid.
    2. Review Draft Budget for Mailing.
  - D. Pool, Pool Area, Pest Control.
    1. Pest Control Bids.
  - E. Safety.
  - F. JWHOA Representative's Report.
  - G. Document Revisions/Proposed Amendments.
  - H. Garage Sale Committee.
9. Unfinished Business:
  - a) Placement of Yield or Stop Signs on the Circle.
  - b) Roof Leaks – Proposed Amendment.
  - a) Board / Owner to do List Before, During and After Storms.
10. New Business:
  - a) Termination of Management Agreement.
  - b) Move December Meeting Date to December 11, 2017.
11. Adjournment.

**MINUTES OF THE MEETING  
BOARD OF DIRECTORS  
JACARANDA COUNTRY CLUB VILLAS CONDOMINIUM ASSOCIATION, INC.  
MONDAY, NOVEMBER 20, 2017  
9:30 A. M.**

Floor Open to Owners' Comments: None.

Present: Ron Springall, Vice President, Lee Snell, Secretary, Joe Macarelli, Director, Jackie Wood for Management, and owners in the audience. Absent: Clayton Harrington, President, and Keith Matthei, Treasurer.

The meeting was called to order by the Vice President, Ron Springall, at 9:30 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 Meetings, October 16, and October 31, 2017:  
MOTION was made by Lee Snell and seconded by Joe Macarelli to approve the Minutes of the Meetings of October 16, and October 31, 2017, as presented.

MOTION PASSED.

Resignations/Appointments: MOTION was made by Lee Snell and seconded by Ron Springall to accept, with thanks, the resignations of Clayton Harrington and Keith Matthei.

MOTION PASSED.

MOTION was made by Lee Snell and seconded by Ron Springall to appoint Joe Macarelli as the President.

MOTION PASSED.

MOTION was made by Lee Snell and seconded by Ron Springall to appoint Judy Liston to the Board to fill Clayton Harrington's unexpired term and to appoint Joe Claro to the Board to fill Keith Matthei's unexpired term.

MOTION PASSED.

Judy Liston and Joe Claro jointed the Board.

MOTION was made by Ron Springall and seconded by Lee Snell to appoint Judy Liston as the Treasurer and to appoint Joe Claro as the Director at Large.

MOTION PASSED.

REVIEW OF FINANCIAL REPORT: Judy Liston reviewed the end of month October Statement of Operations and reviewed accounts over and under budget.

MOTION was made by Ron Springall and seconded by Joe Macarelli to separate the Legal and Accounting expense line items in the 2018 budget.

MOTION PASSED.

Joe Macarelli stated that the legal matter on the roof is not finalized and that the Attorney is reviewing the Document Committee's recommendation.

Ron Springall recommended that the Board prepare a consistent procedure for owners who wish to volunteer with community projects.

SALES/RENTAL APPLICATIONS:

855, Salibi to Kathie Langer, closed 11/8/17.

CORRESPONDENCE:

811 - The residents have been asked to keep the garage door closed in the day and to park the vehicles in the garage overnight.

809 - Water Intrusion: Joe Macarelli reported that this matter has resolved itself and that the water intrusion was from the owner installed soaker hose.

834 – Exterior Stucco Repair: Joe Macarelli reported that he and George, the irrigation specialist for the community, inspected the area and found no operating irrigation lines in the vicinity but that this could have been caused from a previously broken sprinkler head that had sprayed on the building. That section of the building been repaired from the prior incident.

MOTION was made by Ron Springall and seconded by Lee Snell to approve the expenditure of up to \$500 to repair the exterior stucco of unit 834.

MOTION PASSED.

888 – Replace Front Lanai Screen: MOTION was made by Lee Snell and seconded by Ron Springall to approve the replacement of the aluminum and screen, as submitted.

MOTION PASSED.

888 - Flooding on Lanai: Robin Blair reported that she and Joan Erdin will install a gutter and downspout that will drain water away from the building and to the road. She noted that she has

talked with two engineers and two landscape people and the consensus seems to be that after the lanai improvements are completed to install a yard of top soil in the area and have the top soil graded away from the building. This item will be revisited, if needed, after the next rainy season.

853: Landscape Change/Addition request: MOTION was made by Ron Springall and seconded by Lee Snell to approve the Landscape request to replace or add rock to the garden areas with same or similar rock in the community.

MOTION PASSED.

(For: Macarelli, Snell Springall, Liston – Abstained: Claro for conflict of interest)

853: Replace Windows: MOTION was made by Ron Springall and seconded by Lee Snell to approve the window replacement as presented.

MOTION PASSED.

(For: Macarelli, Snell Springall, Liston – Abstained: Claro for conflict of interest)

892: A request was submitted requesting that the Board act on behalf of the owners for the driveway replacement. Joe Macarelli stated that the Board does not have the authority to do this. Ron Springall agreed to work with the homeowners not as a Board member but as a neighbor.

863: Water Intrusion: MOTION was made by Ron Springall and seconded by Joe Macarelli that the Association take some responsibility for the lack of water proofing on the building exterior and cover the additional expense not covered by the owners insurance.

MOTION PASSED.

895: Front Door Replacement: MOTION was made by Lee Snell and seconded by Ron Springall to approve the front door replacement as requested and identical as the door on units 867 and 863.

MOTION PASSED.

(For: Springall, Liston, Snell, Claro – Abstained: Macarelli for conflict of interest)

## COMMITTEE REPORTS

Irrigation and Buildings: Joe Macarelli read his report, a copy of which is attached and made a part of these original minutes.

Grounds and Bylaws: Ron Springall read his report, a copy of which is attached and made a part of these original minutes.

Beechtree to remove the storm debris.

Insurance, Financial and Budget: Judy Liston discussed the GAB Robbins Insurance Appraisal bid: MOTION was made by Ron Springall and seconded by Lee Snell to approve the bid of \$750 for the initial Insurance appraisal and \$550 for each to the next two years' appraisals.

MOTION PASSED.

Pool, Pool Area and Pest Control: Lee Snell reported that replaced the light bulbs over the sink and that he will contact the pool vendor about the pools lights being on all the time. The fans and lights are being left on in the pool area when no one is there. Some of the pool pavers need to be reattached.

Pest Control Bids: Joe Macarelli reported that due to the unsatisfactory service from the current Pest Control vendor, three bids were obtained to switch service. No action will be taken at this meeting. Mr. Macarelli will work on customizing the service to better suit the community.

Lee Snell reported that Tamas will return, pressure wash the new tile and apply another layer of sealer.

Pest Control: Joe Macarelli reported that he continues to work on extracting the animal behind unit 885.

Safety: No report. Joe Macarelli stated that he will either send out the schedule that shows when the extinguishers will be examined at the pool or make arrangements for the inspector to go door to door. Either way an attempt will be made to have extinguishers available for purchase.

JWHOA Representative Report: Clayton Harrington discussed the Master Annual Meeting and submitted a copy of those minutes as attached and made a part of these original minutes.

Document Revision/Proposed Amendments: An action taken on this item until the Attorney can review the proposed amendments. Judy Liston would also like the Attorney to address the word 'disposal' as written in second to the last sentence of section 9.2 of the Declaration.

Garage Sale Committee: Kris Memole was handed a Garage Sale Application for the Master Association, which she completed. Joe Macarelli will submit the application to the Master Association for approval. It was requested that there be more discussion between the owners prior to the Villas' Board approval of a community garage sale.

#### UNFINISHED BUSINESS:

Placement of Yield or Stop Signs on the Circle: A request was submitted for speed limit signs. Joe Macarelli volunteered to obtain prices.

Roof Leaks – Proposed Amendment: After two meetings with the Attorney, Joe Macarelli

reported that the Association is not going to be able to assist owners with getting the roofs replaced. Mr. Macarelli is working with the roofing companies to obtain a discount that will hopefully entice those not ready to replace their roofs to move forward.

Board / Owner to do List Before, During and After Storms: Ron Springall surveyed the owners. A copy of his report is attached and made a part of these original minutes. Lee Snell thanked Keys-Caldwell for sending out all the FEMA updates after Hurricane Irma.

NEW BUSINESS:

Termination of Management Agreement: Keys-Caldwell terminated the Management contract effective 12/31/17. Joe Macarelli is contacting other Management companies for bids.

Move December Meeting Date to December 11, 2017: Management suggested moving the meeting back one week to allow the collection of as many payments as possible before turning the records over to the new Management Company. It was the consensus of the Board to move the December meeting to December 11, 2017.

MOTION was made by Lee Snell and seconded by Joe Claro that the meeting be adjourned.

MOTION PASSED.

The meeting was adjourned at 11:05 A. M.

Respectfully submitted,

Jacalyn K. Wood  
For the Secretary

**Jackie Wood**

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*Clayton Resignation*

**From:** Pres JCCV <presidentjccv@yahoo.com>  
**Sent:** Monday, October 30, 2017 12:16 PM  
**To:** Lee Snell; Keith Matthei; Ron Springall; Joe Macarelli; Jackie Wood  
**Subject:** I am resigning from the Board effective November 1, 2017.

Good afternoon all.

I am resigning from the Board of Directors effective November 1, 2017. I will chair the special meeting on October 31, 2017. After the special meeting is over, but before we formally adjourn, I suggest the ongoing members of the Board meet and select who will be the new president. Other officers and areas of responsibility can be adjusted at that time as well, as needed.

My office caseload will be increasing over the next two months as I will be covering additional dockets for judges who take extra time off over the holidays. Going forward I do not see any significant decrease in my caseload coming in 2018. For this reason now seems to me to be a good time to leave the Board. I will assist the new president as I am able during the transition. I also offer to continue to serve as the Association's representative to the Jacaranda West HOA Board until such time as a new representative can be assigned.

It has been my pleasure to work with all of you. Sincerely, Clayton Harrington.

# Keith Resignation

Jackie Wood

**From:** Keith Matthei-JCCV <keith.jccvillas@yahoo.com>  
**Sent:** Sunday, November 19, 2017 7:58 PM  
**To:** zal@rconnect.com; ronspringall@icloud.com; Jspement  
**Cc:** Jackie Wood; jrliston@juno.com  
**Subject:** Re: Fwd: Agenda and Attachments for Monday's meeting

Board,

I have decided to resign from the board effective today. I have complete confidence in Judy's and Joe's capabilities to fill the two vacant positions.

Keith

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On Fri, 11/17/17, Jspement <jspement@aol.com> wrote:

**Subject:** Fwd: Agenda and Attachments for Monday's meeting  
**To:** [jrliston@juno.com](mailto:jrliston@juno.com), [keith.jccvillas@yahoo.com](mailto:keith.jccvillas@yahoo.com), [zal@rconnect.com](mailto:zal@rconnect.com), [ronspringall@icloud.com](mailto:ronspringall@icloud.com)  
**Date:** Friday, November 17, 2017, 6:21 AM

Folks;

Sending again as had Judy's address incorrect

Joe

-----Original Message-----

**From:** Jspement <jspement@aol.com>

**To:** [jrliston@juno.com](mailto:jrliston@juno.com); [keith.jccvillas@yahoo.com](mailto:keith.jccvillas@yahoo.com); [zal@rconnect.com](mailto:zal@rconnect.com); [ronspringall@icloud.com](mailto:ronspringall@icloud.com)

**Sent:** Thu, Nov 16, 2017 9:04 pm

**Subject:** Fwd: Agenda and Attachments for Monday's meeting

## LANDSCAPE & IRRIGATION

### IRRIGATION.

REPAIRED Heads.

906-861-891-869-863-

Complete inspection 11/30/17

### LANDSCAPE.

TRIMMED TREES AT 891-883-853-845

REMOVED TREES AT 859-809.

Ron Springsall Took responsibility and monitored  
landscaping beginning in mid October

*Macarelli*  
11/20/17

**Landscaping & Bylaws  
Report  
Board Meeting – November 20, 2017**

**Landscaping:**

- 807 Side – The tree growing a few feet from the Unit and above the roofline has been removed.
- 857 Back – The Dead tree has been removed.
- The contractor will return to cut the tree trunk of both trees below the surface of the ground.
- A Tree will be planted to replace a removed tree unless otherwise requested by the Owner.
- The contractor also performed its semi-annual trim on a number of high trees

**NOTE 1:** Owners concerned regarding High Tree limbs growing over their roof or whatever are asked to contact Ron Springall

**Beech Tree Contractors:**

- Tree canopies 8 feet or less above the ground were trimmed.
- Mulch was added in front of and throughout the community to enhance the Circle's Curb Appeal.

Note 3: Owners using stone (small & large) or rubber mulch requested that wood mulch not be added.

- During his month's walk-around, the front, back and inside of the Circle's Lawn cutting and required trimming was acceptable.

**Areas to be addressed:**

- Some mailbox stepping stones are broken and will be replaced.
- The Storm-Drains will be repainted.
- Mulch will be added to the tree base located behind the mailbox next to Unit 822
- The base of boulevard trees that require trimming - Will be addressed
- Some garage door sections are in need of a paint touch-up
- Sections of some Units are in need of a paint touch-up
- The side of some End Units are in need of a paint touch-up
- Many driveways are in need of Maintenance
- The waterway behind Units 841 through 869:
  - Lilies growing in the water – Removal will be addressed
  - Tree limbs in the water – Will be removed

**Bylaws, Rules & Documents:**

- Committee recommendations have been presented to the Board

Any Questions?

*Ron Springall*  
Ron Springall

## **Minutes of the Jacaranda West Homeowner's Association #1 Annual Meeting Held November 9, 2017.**

**CALL TO ORDER.** The meeting was called to order by Patricia O'Neill, President of the Board of Directors, at 7:11 pm.

**QUORUM PRESENT.** It was determined that a quorum of the Association membership was present, appearing either in person or by proxy.

**DIRECTORS PRESENT.** All of the Association members duly elected or appointed to the Board of Directors were present.

**MINUTES ADOPTED.** A motion was made and seconded from the floor to adopt the minutes of the 2016 Annual Meeting. The motion was passed by acclamation.

### **OFFICER REPORTS.**

**President's Report.** President Patricia O'Neill, presented the President's Report. President O'Neill outlined the various maintenance responsibilities the Association has. This includes the walls, the ponds and waterways, the roads, the infrastructure, and landscaping throughout the Association property. President O'Neill described the Association responsibility to follow and/or enforce restrictions in the governing documents and the importance of the Hearing Panel in this process. President O'Neill thanked all of the volunteers who serve on the Board of Directors, who serve on the various committees, and who serve in other capacities. President O'Neill thanked Sunstate Management for the services they provide as well.

**Treasurer's Report.** President O'Neill, in her capacity as Treasurer for the Board of Directors, presented the Treasurer's Report. President O'Neill presented the income and expense amounts, as well as the total amount in the reserve accounts, that were current as of the date of the meeting. President O'Neill noted that the budget for 2018 did not require an increase in the members' annual maintenance fees and the fees would remain at \$350.00 for the year 2018.

### **COMMITTEE REPORTS**

**ARC Committee.** Fred O'Neil, Chair, presented the ARC Committee report. O'Neil stated the purpose of the ARC committee is to maintain the community standards for any alterations to structures or real property in the Association. O'Neil reminded the membership to first submit a request to the ARC committee before beginning any proposed changes to the structures on their property or to the property itself.

**Hearing Panel.** Don Meyer, Chair, presented the Hearing Panel report. Meyer stated the purpose of the Hearing Panel is to provide a due process procedure by which the covenants, restrictions and rules of the Association may be enforced.

**Roads Committee.** Steve Krum, Chair, presented the Roads Committee report. Krum identified the members of his committee and stated that the committee scheduled just under \$100,000.00 in 2017 for the maintenance and repair of the roads throughout the community. Krum noted that the committee will meet in January 2018 to plan for the work to be done during that year.

**Environmental Committee.** Bruce Dayton, Chair, presented the Environmental Committee report. Dayton stated that the committee deals with lake and waterway issues, water quality issues, landscaping issues, and in some situations in the community the committee works in coordination with their counterparts in Sarasota County government. Dayton identified the members of his committee and thanked them for their participation on the committee.

**Welcome Committee.** Norma Dayton, Chair, presented the Welcome Committee report. Dayton stated that she made between 30 and 40 visits to new owners in the community in 2017. Dayton encouraged anyone interested in serving on the Welcome Committee to contact her directly.

**OWNER COMMENTS.** *Following the committee reports the meeting was opened to receive owner comments. The following is a summary of the comments expressed:*

Multiple comments were made regarding the Association's restrictions regarding the parking of pick-up trucks in the community. It was noted that changing social mores have led to more pick-up trucks being used as a primary vehicle for personal or family transportation. Multiple speakers stated that the Association rules should be reviewed and appropriate changes made regarding parking pick-up trucks in the community. A member of the **Amendments Committee** noted that the committee was in the process of doing such a review and proposed changes soon would be made to the Board of Directors, and then to the Association membership.

A comment was made regarding the lack of irrigation in some areas and the resulting problems that was creating with some of owner's lawns.

A question was asked regarding who was responsible for the cleanup of the canals running through the Association and what could be done to clean them up.

A comment was made regarding drainage issues that involved properties bordering on the golf course property, and what could be done to address these issues before flood damage to the residences occurred.

Several comments were made by owners who maintained traditional work hours employment (8am-5pm) and, as a result, were unable to attend Board of Directors meetings that were held during the day. It was suggested that the Board review its meeting policy in this regard with the objective of making Board meetings accessible to as many owners as possible.

Multiple comments were made regarding communication issues between owners and the Board of Directors, and, owners and the Sunstate management group. These issues included a lack of civility in the tone or language of some communications, both written and oral.

A question was asked regarding when the debris from Hurricane Irma would be cleared away.

A comment was made that owners should review the Association documents from time to time and that at least some of the problems described during the annual meeting may be resolved before they became issues. Owners were encouraged to participate in the governance of the Association by running for election to the Board of Directors and/or by serving on the Association's committees.

#### **ELECTION RESULTS FOR BOARD OF DIRECTORS.**

It was announced that Patricia Abeling and George Jackowski were elected by the membership to fill the two open positions on the Board of Directors.

#### **ADJOURNMENT.**

A motion was made and seconded from the floor to adjourn the meeting. The motion passed by acclamation. The meeting was adjourned at 8:22pm.

#### **ELECTION OF OFFICERS FOR BOARD OF DIRECTORS.**

Immediately following the annual meeting of the Association the Board of Directors met for the election of officers. All Board members elected or appointed were present. The Board members elected officers for the next year as follows:

President – Frank Dumaine;  
Vice President – George Jackowski;  
Secretary – Clayton Harrington;  
Treasurer – Patricia Abeling.

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Respectfully submitted,

Clayton F. Harrington Jr,  
Secretary of the Board of Directors

NOTE: The minutes of the 2017 annual meeting have not been approved at this time.  
The minutes must be presented at the 2018 annual meeting of the JWHOA for approval.

## Hurricanes – Before, During and After

### The Survey

The responses came from full-time residents, snowbirds and residents who are sometimes away during parts of the hurricane season. Most sent excerpts from the two local newspapers and or magazines and some sent what I would describe as common-sense suggestions. Most Snowbirds were mainly concerned with the community and “their Unit”. Much of the information was duplicated. I did my best to merge all of the suggestions. A **SHOUT-OUT** to everyone who participated.

**THANK YOU**

#### **Before the Storm:**

The weatherman has announced a hurricane is heading to Southwest Florida. During the storm, you may have **no running water** and **no electricity**. Life could and will be much easier if you plan for it. Listed below are some helpful suggestions.

- Check your medical supplies, Top up if necessary
- Check your pet(s) food and medical supplies. Top up if Necessary
- Protect your windows from flying objects
- Move small outdoor items into your garage
- Fill your vehicles and gas cans with gas
- Water - a family of two (2) for all your needs about five (5) gals. of water per day.
  - a) Fill jugs with city water for drinking, cooking, teeth brushing & dishwashing
  - b) Fill the tub, wash buckets, Laundry tub, etc. - for washing clothing, hand bathing, cleaning waste buckets, etc.
- Stock up on dry goods, canned and bottled foods that don't require refrigeration.
- Stock up on plastic utensils, Paper plates, hot and cold drinking glasses or cups, paper towels, toilet paper, dish soap, detergent, bleach, wet wipes, hand sanitizer etc
- Check your stock of battery operated items such as: flashlight, radio, lanterns, fans.
- Charge all rechargeable batteries and devices
- Purchase a porta potti –flush toilets may not be available
- A gas generator may come in handy
- Back your cars against the inside of the garage door. This may save a garage roof
- You will need cash as credit cards are useless without electricity.

## DURING THE STORM- -----Please Stay Safe

### AFTER THE STORM

On the Jacaranda West Country Club Villas website post FEMA information updates and Community updates regarding the overall aftermath of the storm as it relates to our Circle and to damage to a specific Unit Identified by the street number.

**Each Year, in the month of May, check out your local newspapers for up to date hurricane information**

This concludes the Survey Report



Ron Springall