

# Jacaranda Country Club Villas Condominium Association, Inc.

Board of Directors Meeting  
Monday, April 16, 2018 at 9:30am  
Jacaranda Country Club

**Call to Order:** The meeting was called to order by President Joe Macarelli at 9:39am.

**Determination of a Quorum:** A quorum was established with Joe Macarelli, Ron Springall, Judy Liston, Lee Snell, and Joe Claro. Also present was Kim Delaney with Sunstate Management.

**Proof of Notice:** Meeting Notice was posted 48 hours in advance in accordance with the Association's Bylaws and Florida Statute 7.18.

**Approval of Minutes:** **MOTION** made by Ron Springall, seconded by Joe Claro to waive the reading and approve the minutes from the February 19, 2018 Board of Directors Meeting. Motion passed unanimously. **MOTION** made by Ron Springall, seconded by Joe Claro to waive the reading and approve the minutes from the March 19, 2018 Organizational Meeting. Motion passed unanimously.

**President's Report:** Presented by Joe Macarelli.

- Ron and Kim continue to work on updating and improving the directories, website and information booklet.
- There has been an issue with people receiving their coupon books for their assessments. If you have not received a coupon book, please contact management and they will order a new one.
- The bulletin board at the pool is reviewed on a weekly basis. If a resident would like to post information and/or announcements, give it to Joe M. and he will post it at the weekly review.
- A reminder to homeowners that would like to make an improvement to their property must submit a written request to the Board.
- If you would like to make a change to the existing landscape, written request is needed along with a diagram of the proposed changes. There is a list of approved plantings on the website.
- If a homeowner would like to take advantage of the bi-annual rental option, the resident is required to submit a written request to the Board detailing the proposed rental period and the renter involved. The Board will review the information and respond with written approval information within 15 days.
- The roof replacement project on over 20 units has begun and will continue into the middle of May.
- All building electric feeds are now protected by PVC piping.
- Pest Control will be applied semi-annually to the outside of the units.
- The Circle is struggling with a rodent issue. The Board is investigating what rodent presence exists within the common areas.
- Joe Macarelli and Ron Springall attended a meeting with HOA #1 Roads Committee to review the Circle roads. The road conditions and curb installation were discussed. The Roads Committee will discuss the Association's request for mill and fill of the existing with the HOA #1 Board.
- Joe M. met with Hank Johnson of Beechtree Landscapers to discuss improving the landscaping services.

**Financial Report:** Presented by Judy Liston.

- Judy Liston reported from the March 31, 2018 financials as presented and discussed the March variance report. (Copy attached to the minutes.)

- The Association's taxes have been filed.
- Irrigation is currently 40% under budget.
- The Association is currently on budget for the year.
- **MOTION** made by Lee Snell, seconded by Ron Springall to accept the March financial report. Motion passed unanimously.

**Sales/ Rental Applications:** None.

**Correspondence:**

- a. Circle Newsletter: The newsletter has been moved to the website and will be suspended for April and May. The newsletter will resume in June. Joe M. will approve the newsletter and send to Kim to post on the website.
- b. Directory: The homeowner's directory is currently on the website. The directory is password protected and the password is **jccv\*18**.

**Committee Reports:**

- a. Pool Area- Presented by Lee Snell
  - There is an issue with keeping the lights on at the pool. Joe M. will contact Venice Electric.
  - The pool heater was shut off last month so the electric bill should decrease.
  - The discolored pavers have been pressure washed and sealed.
  - **MOTION** made by Joe Claro, seconded by Ron Springall to accept the pool report. Motion passed unanimously.
- b. Irrigation and Buildings- Presented by Joe Claro
  - Joe reviewed the Irrigation report. (Copy attached to the minutes.)
  - The Irrigation heads are not being cleaned consistently which is hurting the grass.
  - During the monthly inspection there were approximately 37 clogged.
  - The Board needs to consider the age of the pumps and a replacement timeline.
  - **MOTION** made by Ron Springall, seconded by Lee Snell to accept the irrigation report. Motion passed unanimously.
- c. Insurance
  - There have been a couple of situations where a homeowner's insurance deductible has been over \$1000 and the Association has paid the homeowner due to the issue being the Association's responsibility.
  - Joe M. proposes putting a cap on claims made by homeowners when the Association is responsible.
  - The Board discussed the proposal and Joe M. will follow up with the insurance company to obtain more information.

\*Lee Snell left the meeting at 10:20am\*

- d. Pest Control- Ghost ants have been seen at the pool area. Joe M. will contact Pest Shield.
- e. Safety Report- Due to the roofs being replaced there have been nails in the grass. The roofers have been doing a good job cleaning them up each day but homeowners should be mindful while they are walking around the property.
- f. JWHOA#1- Presented by Clayton Harrington
  - The fining committee is in the process of adopting new rules.
  - The Circle roads will be discussed among the master board members.

**Vice President's Report:** Presented by Ron Springall

- Ron reviewed the Vice President's Report. (Copy attached to the minutes.)

- Ron discussed the Board both past and present actions that may have unintentionally conflicted with the Association's Documents. The Board discussed being consistent and following the Documents.
- Ron met with Hank from Beechtree Landscaping to discuss the deterioration of the grass in front of and behind the unit. He presented the Board with grass replacement schedule and a "Facelift" schedule for the Association. The "Facelift" would include: cleaning the roofs every 10 years, painting the units every 6 years, planting St. Augustine sod where necessary, and removing rust stains on the units, driveways and walkways.
- Owners have requested that the palm tree branches containing berries be cut down and removed because the berries are attracting the rodents. The Board discussed removing these palms. Joe M. will get prices on removing the palm trees.

**New Business:**

- a. Pool Incident- There was an incident at the pool this past weekend where the wind caught an umbrella which caused one of the tempered glass tables to break.
  - The Board discussed replacing the tempered glass tables with plastic.
  - Homeowners and guests who use the umbrellas need to be responsible for closing the umbrellas.
  - Joe M. will research the cost of replacing tempered glass tables with plastic. He will also research the cost of refurbishing the existing tables.
- b. Rodent Issues- The Association is having an issue with rodents in the common areas. Joe M. will research the cost of putting rodent boxes around the common areas.

**Resident Comments:**

- Doug Moore discussed the need to have the roads repaired. There is grass growing in the cracks in the road.
- A homeowner brought up the issue of mildew on some of the units. Joe M. and Kim will inspect on their weekly visit.
- A reminder to homeowners that if you take down the rope in the pool to make sure you put it back. It is a liability for the Association if it is not left up.

**NEXT MEETING DATE:** Monday, May 21, 2018 at 10:30am at the Jacaranda Public Library.

**ADJOURNMENT:** With no further Association business to discuss, Ron Springall adjourned the meeting at 11:00am.

Respectfully submitted by

Kim Delaney/LCAM

For the Board of Directors for Jacaranda Country Club Villas

## Variance Report for March 2018:

1-Legal/Accounting is \$250 (50%) over monthly straight lined budget because we had our 2018 tax return prepared in March. This is the normal \$250 annual charge for the return so our spending is within the annual budget.

2-Insurance is \$1891 (7%) under monthly straight lined budget because our premiums went down June 2017.

3-Licenses/Fees is \$61 to Florida Dept of State, probably a license connected with the pool. This is \$54 (47%) under budget which is meaningless because expenses occur in set months as licenses need to be renewed.

4-Electrical Feed Upgrade is \$4900 (43%) of the annual budgeted amount. This is a one time expense to upgrade 3 buildings that had "bare" wiring. All buildings were inspected and we had budgeted for 1/2 to be upgraded so this account will be underspent the rest of the year since no more work is anticipated.

5-Irrigation repairs is \$300 (40%) under monthly straight lined budget. We spent \$451 to wire 6 zones in March.

6-Pool contract/repairs is \$358 (27%) over the monthly straight lined budget because Winchester cleaning cabana pool deck is budgeted in "Maintenance/Repairs general" but charged to Pool since it really belongs to pool and should have been budgeted there. February expenses are:

\$53 Aqua Doc "problem free-gal. algae maint prod"

\$16 Aqua Doc vacuum breaker

\$290 Aqua Doc service for March

\$173 Winchester cleaning cabana pool deck plus \$13 in supplies

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Total \$532

Budgets don't get "moved" during the year, they are just "explained" in a variance report.

7-Water/Sewer is \$260 (43%) under the monthly straight lined budget.

8-Electricity is \$562 (39%) over the monthly straight lined budget. Winter months are normally the most expensive so this should get back on track as the year progresses.

9-Interest expenses for the PAC loan to pay our annual insurance premium is \$445 over monthly straight lined budget because it was budgeted as part of "5200-Insurance" but actuals need to be journaled as a separate line item for Balance Sheet and P&L purposes. It should have been budgeted here but budgets don't get moved.

10-Net income is -\$2469 for March, largely because we spent \$4900 on electrical feed upgrade but that is budgeted evenly spread over the year. For the January thru March timeframe actual net income is \$2945 so we are spending less than our income. (\$54,427 income - \$51,482 expense = \$2945 net income) to date.

Remaining items are on budget or had no expenses for the month.

Judy Liston

Finance & Insurance

## Irrigation Report

April 16, 2018

1. A monthly inspection of the irrigation system was conducted and the results are listed below. I have identified some issues that greatly impact the health of the grass. These include clogged heads that are not cleared consistently, water flow severely impeded by overgrown grass, heads that are leaning and do not provide adequate coverage, a few areas that have inadequate coverage and heads blocked by overgrown bushes and hedges. These issues have been brought to the attention of the contractor for corrective action.
2. The contractors that installed the pavers at 892 covered 3 heads with their materials. Two were functional but not serviceable and one was non-functioning. All have been corrected.
3. I suggest the board consider the future of the irrigation system and make some long range plans. For example, is it time to re-design the system to correct the problem of rust, poorly located heads and coverage issues? The system is aging, is there money available to replace the pumps if needed?

### Inspection Results - 3/26/2018, 3/31/2018, 4/2/2018

- Approximately 37 clogged heads cleared. I observed and cleared many heads of overgrown grass. Some covered so severely I had trouble finding them. I also noticed many heads leaning. These need to be repositioned so as to provide complete coverage.

3/26 – Clock at 809

803 – Corner driveway – Half head should be quarter head

815 – Broken pipe – repaired

817 – Replace head at top right corner of driveway

825 – Split drip line (2)

829 – Broken riser – repaired

Several clogged heads all cleared.

3/31 – Clock at 897/899

905 – Broken head

907 – Broken head on side of building (2) – repaired

Front Wall on Sklar – Replace head – pop-up shaft leaking, No coverage last 5-8 feet of wall – grass is dying

903 – Corner at back wall on side of building – rotor head is spraying in a full circle and needs to be adjusted to approx. 3 quarter circle – previously reported

Numerous clogged heads all cleared

3/31 – Clock at 869

Station 10 – low pressure

879 – Rotor head in back not rotating

863 – Split drip lines (2) – one previously reported (flag still in place)

869 – Rotor head in back leaning – lack of adequate coverage

880 – Rotor head misses strip of grass near mail box – needs adjustment

881 Rotor head leaning – lack of coverage

886 – Split drip line in back

887 – Rotor head not rotating full circle – needs adjustment

889 – Broken head shaft by front door

4/2 – Pool Clock – Zones 1 -14

824 – Split drip line in back

825/827 – Possible pipe leak in garden at entrance to common walkway

831/833 – 3 half heads between buildings – should be full circle, Low pressure - little coverage behind 833 on hill – previously reported

832 – Head block by bush on side of house – lack of coverage

834 – Replace head on side of house

898 – Adjust rotor head – spraying on wall and A/C unit of house

Joe Claro

5/27/18

**J C C VILLAS ASSOCIATION  
DIRECTORS MEETING, APRIL 16, 2018  
VICE PRESIDENT REPORT**

**A) GENERAL:**

As we all are aware it is the responsibility of the Directors to ensure that our Condominium Documents apply equally to Owners and Directors. I believe the actions of the Board both past and present have on occasion unintentionally conflicted with our Documents.

Each of us has a responsibility to caution one another, should we believe proceeding would not be the prudent thing to do.

*Some* examples of past conflicts with our Documents

- Obtaining Competitive Bids - By Law 4.14
- Directors Meetings 48 continuous hours notice required By-Law 2.3
- Directors Meetings to Consider Unit Use Rules - 14 Continuous Days notice required - By-Law 3.7
- To Contract- Boards Approval Required - By- Law 4.8 & 4.20
- Budget Not Prepared by the Directors - By-Law 8.1
- Budget Committee Meetings: Members Not Notified Section 718.112(2)(c)2. Florida Statutes.
- An amendment to the Declaration of Condominium 9.2 - Not Proposed by the Directors or 25% of the Owners.
- Unit Alterations by Owner - Pre-approval by the Board or it's Representative is Required.
- Signed Contracts amended without the Boards Approval.

**B) BYLAW AMENDMENTS.**

ARTICLE 1.1 OFFICE

ARTICLE 2.1 ANNUAL MEETINGS

Awaiting official word at today's meeting of the results of the Owner Vote re: the above mentioned amendments.

**C) DECLARATION OF CONDOMINIUM AMENDMENTS:**

ARTICLE 9.2 UNIT OWNER MAINTENANCE .

**Note:** As I mentioned at the Annual Meeting approval of the above may not be valid.

**D) LANDSCAPE:**

At the Request of Frank Christman we met with "Hank" a representative of Beechtree on March 27 to discuss the deterioration of the grass in front of and behind the units. Hank explained that most of the grass in front of the Units about 80% is **St. Augustine** a better grass that can be replaced with sod. We also have a considerable amount of **Bermuda grass** which goes dormant in colder weather and will turn green in warmer weather, it can be replaced with plugs. We also have some "Bahai and crab grass".

Below under the heading **FACELIFT** I have suggested a grass replacement schedule.

OWNERS REQUEST: Palm tree branches containing berries should be cut down & removed to avoid the berries falling to the ground and attracting rodents. Today Beechtree is removing branches attached to the trunk at 10' or lower.

FINANCE QUESTION: Is the removal of branches higher than 8' a budgeted item.

PLANTING EXPENSES: No requests were made by Ron Springall during the period March 1, to April 16, for Association paid planting replacements of any type.

FACELIFT: Some Owners have suggested that our community looks tired and in need of a facelift. I believe most of us would agree that after 35 years, many of our plants, bushes, trees and lawns are in need of upgrading and/or some extra TLC. Unfortunately, our Land-scape budget is such that a major upgrade is cost prohibitive. If a majority of the Directors are in agreement that the appearance of our community must be improved than consideration of the following *MAY BE APPROPRIATE.*

- The appointment of a long range planning committee for the sole purpose of making recommendations to the Board of Directors including the approximate cost of each recommendation.
- The Boards approval of a Long Range Beautification Plan.
- Include in the next budget a Beautification Reserve Fund

Example: Long Range Beautification Reserve Fund (estimated costs for each item based on an actual quote or history of past costs or number of hours per Unit or a guesstimate.

- An additional fee per Unit each quarter averaging \$125.00 or \$500.00 per year would generate approximately \$36,000.00 yearly. These funds **could** be used for:
- Cleaning Roofs every 10 years total estimated cost \$72,000.00 or \$7,200.00 yearly.
- Painting of Units every 6 years total estimated cost \$72,000.00 or approximately \$12,000.00 yearly.
- Planting St. Augustine sod where necessary to replace other grasses throughout the Circle estimated cost \$3,300.00 yearly for a 5 year period.
- Ongoing removal of unit rust stains & unit paint touch up, estimated cost \$4,500.00 yearly AND Removal of Driveways/Walkways Rust stains every 4 years total estimated cost \$18,000.00 or \$4,500.00 yearly. Total estimated rust removal cost for the Units, driveways and walkways \$9,000.00 yearly..
- Estimated yearly cost to Installation a rust free water system \$?,?????

Total yearly Reserve Fund INCOME \$36,000.00  
Total yearly Reserve Fund EXPENSE \$36,000.00  
Balance NIL

Respectfully submitted  
Ron Springal