

# Jacaranda Country Club Villas Condominium Association, Inc.

Board of Directors Meeting

Monday, September 17, 2018 at 10:30am

Jacaranda Public Library

**Call to Order:** The meeting was called to order by President Joe Macarelli at 10:32am.

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

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

**Approval of Minutes:** **MOTION** made by Lee Snell, seconded by Joe Claro to waive the reading and approve the minutes from the July 10, 2018 Board of Directors Meeting. Motion passed unanimously.

**President's Report:** Presented by Joe Macarelli. (copy attached)

- Joe M. reviewed the President's Report.
- Circle Directory available on JCCV website. Directories will be updated quarterly on the website.
- Quarterly assessment invoices are being mailed to homeowners.
- Bulletin board at the pool is reviewed weekly and updated as needed.
- Joe M. went to the JWFOA #1 meeting to request Country Club Villas roads be repaired.
- **MOTION** made by Lee Snell, seconded by Joe C. to approve the President's Report as presented. Motion passed unanimously.

## **Financial Report**

- The Board reviewed the August Variance Report submitted by Judy Liston. (copy attached)
- Net loss is \$1617 for August due to the \$4800 expense for misc. tree trimming performed.
- Judy discussed the Association's reserve schedule and the remaining life of the items. To assist with the 2019 budget Joe C. and Joe M. will research the costs of replacing the items listed in the reserves.
- **MOTION** made by Lee Snell, seconded by Joe Claro to approve the Treasurer's Report as presented. Motion passed unanimously.

## **Sales/ Rental Applications**

- Board reviewed and approved the proposed sales and rental applications which include background checks and credit checks to be utilized from this point forward.

**ARC Requests:** None.

### Correspondence

- a. THE CIRCLE Newsletter: Joe M. will be sending information to Ron so he can compose the Newsletter. Management will post the newsletter to the website and send an eblast to homeowners informing them that the newsletter is online.
- b. Owner's Directory: Will be updated on the Association's website quarterly.

### Committee Reports:

- a. Irrigation Report- submitted by Joe Claro
  - Joe C. reviewed the Irrigation Report. (copy attached)
  - The Board discussed the continuous irrigation issue that the Association is having. Joe M. is meeting with Hank from Beechtree to discuss the irrigation and a plan to replace the system over a period of 5 years.
  - Joe C. is in the process of revising the irrigation zone map to ensure its accuracy.
  - Lee Snell mentioned that the rotor head by the mailboxes is spraying the mailboxes and items are getting wet.
  - **MOTION** made by Lee Snell, seconded by Joe Macarelli to approve the Irrigation Report as presented. Motion passed unanimously.
- b. Grounds
  - Brinks Tree Service trimmed back several trees that were hanging over people's homes.
- c. Pool
  - Due to a change in commercial pool regulations, the pool needs to be tested daily. Management has submitted an exemption form to the County.
  - The furniture is outdated, and Joe M. would like to have it updated. Homeowners have volunteered to obtain quotes for new furniture.
  - Joe Macarelli and Joe Claro have replaced the strapping on several chairs. There are still more to be done.
  - The pool area is a focus point in the Association and the Board would like to see it improve aesthetically.
  - \$8,000 currently in the reserves to replace the furniture.
- d. Pest Control
  - Pest Shield will perform interior pest control in October and April.
  - Joe M. will follow up with Pest Shield regarding the rodent boxes between 853 and 861 to see if there has been activity or not. If there has not been activity the boxes can be moved.
- e. JWHOA #1
  - Amendments: JWHOA#1 is proposing several amendments to be voted on. Ron Springall will compare the proposed amendments to JCCV documents to see if anything contradicts the Master Association and needs to be amended.
  - Roads: The JCCV Board of Directors has requested JWHOA#1 perform a complete "mill and fill" of the roads in Country Club Circle. The Master Board is currently reviewing suggestions for road repair. Joe M. will attend the next Master Board meeting to check the status.

### Unfinished Business:

- The Board discussed the current A/R and the steps that have been taken to collect delinquent funds.

**New Business**

- Mail carriers are driving on the rocks at the mailboxes and destroying them. One homeowner installed a post to deter them which appears to be working.

**Resident Comments:** None.

**NEXT MEETING DATE:** Monday, October 15, 2018 at 9:30am at the Jacaranda Country Club Card Room.

**ADJOURNMENT:** With no further Association business to discuss, Joe Macarelli adjourned the meeting at 11:12am.

Respectfully submitted by

Kim Delaney/LCAM

For the Board of Directors for Jacaranda Country Club Villas

**REPORT OF THE PRESIDENT  
JACARANDA COUNTRY CLUB VILLAS CONDOMINIUM ASSOCIATION, INC.  
SEPTEMBER MEETING  
MONDAY, SEPTEMBER 17, 2018  
JACARANDA PUBLIC LIBRARY 10:30 A. M.**

**MISSION STATEMENT**

- 1. KEEP ALL RESIDENTS OF JACARANDA COUNTY CLUB VILLAS INFORMED OF ALL ISSUES IMPACTING OUR COMMUNITY.**
- 2. ENSURE PRESERVATION OF JCCV PROPERTY VALUES RELATIVE TO THE PREVAILING MARKET PLACE.**
- 3. MAINTAIN STEWARDSHIP OF THE JCCV COMMUNITY APPEARANCE, FINANCES, INSURANCE, SAFETY AND SECURITY.**

**BOARD CONTACT INFORMATION**

**Residents should contact Joe Macarelli 603-554-7279 with issues requiring board resolution**

**COMMUNICATION**

The Circle Telephone directory is available on the JCCV website. I have a small quantity for those that do not have access to the website.

As of the October payment residents receive quarterly billings via the US postal mail. Any resident that has not yet received the Sunstate billing by US mail should contact me so that the issue may be corrected before the next quarterly installment is due.

We are developing a notification mechanism to alert residents when there has been a website change. The bulletin board at the pool is reviewed weekly. In the lower right hand corner is an initialed card documenting the latest review date.

The President's Report is posted at the pool bulletin board. It will remain on the board for one month. If a resident would like to post information and/or announcements within the bulletin board, they can bring the posting to me and it will be added to the board during the next weekly change-over.

**AGENDA**

The proper agenda information is now received in time to send copies to each director for review and acceptance.

**FINANCIAL REPORTING**

Judy Liston will address finance in her report.

**CORRESPONDENCE**

Any resident that desires to make an improvement such as this is required to submit a request in writing to the board. Forms for this purpose are located on the website also in the top drawer at the pool counter or can be requisitioned from any director.

If a resident desires to make a change to their existing landscape, this change also requires the approval of the board and a written request including a diagram of the proposed changes with a listing of the plantings proposed. A complete list of approved plantings is available at the website.

If a resident desires to take advantage of the bi-annual rental option, the resident is required to submit a request to the board detailing the proposed rental period and the anticipated renter involved. The board will then return written approval information within fifteen business days.

**SAFETY**

As the residents can observe, roof replacements of over twenty residents is almost complete. Thank you for your patience during this time.

### **. PEST CONTROL**

The application of environmentally friendly insect control products within the residential areas that accepted the service is complete. Initially we thought this service will be done quarterly. This does not seem to be the case and semi-annual applications is thought to be sufficient. Any resident experiencing pest issues should contact Joe Macarelli. Note: PestShield will not respond to calls from residents.

The Circle is struggling with a rodent presence. PestShield has installed rodent feed trays around the units 853 through 861. PestShield will monitor these eight trays monthly and when no activity is observed, we will move the trays to the next most active area. Although the Board has not and will not budget a major rodent exclusion initiative for individual residences, we are hopeful this process will eliminate or at least control rodent presence. Further the board had all the queen palms cleared of rodent loving berries.

### **HOAI**

Joe Macarelli attended the Thursday HOAI meeting to determine the status road improvements. It was stressed that the current road condition is a safety issue. The HOAI board is reviewing our issue and while not agreeing at this time to a complete 'mill and fill' as requested by this board, they are reviewing suggestions for road repair. Joe Macarelli will attend the next board meeting to access progress.

### **BUILDINGS/ POOL**

The state of Florida requires that all pools be tested daily. Currently the pool maintenance vendors do this every Monday, Wednesday and Friday. Joe Macarelli and Arkady Senyak cover the remaining days. Any resident wishing to volunteer for this should contact Joe or Arkady.

### **LANDSCAPING & IRRIGATION**

Over the past month the Board has authorized significant tree trimming in the southeastern section of the complex. This is phase one of an ongoing program to reduce and eventually eliminate dangers of falling tree limbs.

Joe Claro will make a formal submission regarding irrigation and landscaping. In an effort to improve area landscaping service Joe Macarelli and Joe Claro continue to meet with Hank Johnson of Beechtree Landscapers to:

1. Receive a breakdown of exactly what contracted services we are entitled to receive and
2. How, within the scope of these services, the overall appearance of Country Club Circle can be improved.
3. Elimination or at least significant reduction in the presence of several weeds that currently exist.

## JCCV August Variance Report

Below is the Variance Report for August 2018.

- 1- Legal/ Accounting is \$498 (37%) over the monthly straight lined budget and 92% of the annual budget (\$169 until the entire budget is spent for the year.)
- 2 Insurance is \$5699 (8%) under the monthly straight lined budget because our premiums went down.
- 3 Maintenance/Repairs/General is \$1218 (36%) under the monthly straight lined budget. We have \$2885 of the \$5000 budget remaining.
- 4 Electrical Feed Upgrade is \$6097 (53%) of the annual budgeted amount. This is a one time expense to upgrade 4 buildings that had "bare" wiring. All buildings were inspected and no more need to be upgraded so this account will be underspent the rest of the year. This account has \$5303 budget remaining. This was used for the \$4800 trimming of large trees by George Brink in mid-August.
- 5 Pest Control -Interior is \$720 (27%) over the monthly straight lined budget.
- 6 Landscape Replacement/Supplies is \$1525 (76%) under budget because most of the expense occurs in the fall/holidays. We have spent 16% of the annual budgeted amount thru August leaving \$2525 of the \$3000 budget to spend thru the rest of the year.
- 7-(Trim)Palm Trees over 15' is \$667 (40%) under monthly straight line budget. There is \$1500 remaining in the budget for the balance of the year.
- 8- Misc Tree trimming in August included trimming all the large oaks on the north, west and by the pool for \$4800 by George Brink. This was covered by the \$5303 surplus not needed in the electrical feed upgrade. So we still have \$2000 in this account for "normal" amount of tree trimming for the rest of the year.
- 9- Irrigation repairs is \$1477 (73%) under monthly straight lined budget because we had almost no expenses in April and July; \$0 expenses in May, June and August. (We spent \$451 to wire 6 zones in March.) This account has \$2477 of the \$3000 budget remaining for the balance of the year.
- 10- New shade trees is \$250 (50%) of the annual budgeted amount, due to the new foxtail palm planted at 834 replacing one that died. We have \$250 remaining in this account for the balance of the year.
- 11- Pool contract/repairs is \$576 (16%) 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. This account has \$1157 remaining of the \$5200 budgeted amount.
- 12- Pool heater contract has the entire \$260 budgeted amount remaining for the rest of the year.
- 13-Pool furniture has the entire \$1000 budgeted amount remaining for the rest of the year.
- 14- Water/Sewer is \$512 (31%) under the monthly straight lined budget.
- 15- Electricity is \$47 (1%) over the monthly straight lined budget. Winter months are normally the most expensive.

16- Interest expenses for the PAC loan to pay our annual insurance premium is \$1284 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.

17- Bad Debt expense is \$6810 which was not budgeted. We are writing it off because the statute of limitations expired.

18- Net loss is \$1617 for August (\$5337 *net income* YTD). The loss for the month is due to the \$4800 expense for misc tree trimming that occurred in August.

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

Judy Liston

Finance & Insurance

## Irrigation Report

September 17, 2018

Overall the system is functioning properly with 3 notable issues. Two have been resolved and the third is expected to be fixed the week of 9/17/18 - 9/21/18.

I am currently in the process of revising the zone map. The current map is out of date and inaccurate due to the many changes that have taken place over the years since the map was created.

### **Issues observed or reported:**

Pool Clock - Open Circuit - Signal sent to open valve though the clock was off. Valve wire moved to unused zone - Resolved. Clock will be monitored for related issues. May have to replace the clock panel in the future.

Front Entrance - Sprinkler head popped off riser - Replaced, Riser on rotor head broken - Most likely caused by contractor vehicle - Replaced.

826 - Broken riser - Replaced

828 - Broken riser - Replaced

833 - Zone running- Valve has gone bad - To be replaced

841- Broken head - Replaced

843 - 2 clogged heads - Cleared

855 - 2 clogged heads - Cleared

857 - Broken Riser - Replaced

861- Broken head - Replaced

863 - Broken riser - Replaced

871- Clogged head- Cleared

887 - 4 clogged heads - Cleared

890/892 - 4 clogged heads - Cleared

896-Zone running constantly- Debris in valve -Cleared/Resolved

897 - Head off riser - Replaced