

Pending approval by the RU1NA Board of Directors

Rivendell Unit 1 Neighborhood Association, Inc.
591 Meadow Sweet Circle, Osprey, FL 34229

Minutes of the Board of Directors Meeting
November 18, 2021 7:00 p.m. EST
(Conducted via Teleconference)

Call to Order President

President Marilee Casale called the meeting to order at 7:00 pm

Confirm Quorum

Marilee Casale, John Martin, Carole Myles, in person. Bob Metelko and Kathi Webber were in attendance via teleconference call. Eight (8) homeowners also joined the call.

Proper Notice

A proper Notice and Agenda was sent to all homeowner via email and posted on the neighborhood bulletin board on 11/13/2021 at 4:20 pm.

Adopt Agenda
Motion

Upon a motion by John Martin and seconded by Carole Myles, the Agenda was unanimously approved.

Approve Minutes
Motion

Upon a motion by Carole Myles and seconded by Bob Metelko, the minutes of the October 21, 2021. Board meeting was unanimously approved.

Opening Comments

Welcome

This is our FIRST IN-Person Board meeting since February of 2020! If you are here at the clubhouse and you are not vaccinated, we strongly encourage you to wear a mask. Anyone who is vaccinated and wishes to wear a mask, can do so.

Welcome everyone and thanks to Bob Metelko for hosting tonight's call; and to Chris Smith for arranging the TV monitor and setting up internet access at the clubhouse so both in-person as well as online members can fully participate.

A special thanks to Carole and Chris Smith and other volunteers for their time and efforts to address the multiple irrigation issues over the past month. Their help saves us expensive "call out" charges for unexpected irrigation problems.

Tonight's meeting is an important one. We will be discussing and voting to adopt the 2022 Operations and Reserve Budget for the Cottages.

In addition, we are looking to change our Landscape Vendor for next year so you'll hear more about that tonight.

Reminder of how board and owner participate in this meeting

Treasurer's Report

Bob Metelko provided highlights of the prior month financials. We are in a strong cash position \$138,200. Total income 20.8k constant month over month. We only have two accounts that are past due totaling \$1,715.52. See attached Treasurer's Financial report for additional details.

Reserve: 176,900k

Committee Reports
Finance and Budget

The Treasurer's Financial Report attached serves as the Committee Report. Currently, the Chair position is vacant for Finance & Budget Committee.

Landscape

Carole Myles presented the Landscape Committee report (see attached).

Highlights:

- Mulch – Truscapes spreading supplemental mulch on Friday, 11/18/2021.
- Irrigation Issues – Pump new filter. Issue with water pressure. The new filter was removed. We also had power outage and needed to reset all the irrigation controllers. Thank you, Chris Smith for creating the new schedule.
- Sod – the landscaper will be replacing the dead sod at their expenses
- Two homes have had front replanted. One house has a diseased Palms Arica was removed
- Looking forward: one additional planting at 527 that will be done next week.
- Brightview proposal is in the clubhouse for review

Facilities Management

Leaks in solar panel. Mirasol will be on-site to fix next week. We are also going to be having a shut-off valve so we can shut off if this happens again.

No tax-exempt number will be issued. Pool furniture to be ordered.

Reviewing clubhouse washroom needs and getting quotes for painting the inside of the clubhouse.

Air conditioning went out at the clubhouse. Royal Air fixed it. We will be signing a contract with them next month.

ARC

We have no formal ARC committee. John Martin is the board liaison for the cottages and Joe Casale is the MSC representative on the committee.

Six ARC requests to be viewed for consideration of approval by the Big Riv ARC committee. 5 approvals. 525 – home improvements, painting and landscaping. Roof replacement and paint at 567. One request is still under review

The forms must be delivered by the 15th of a month to Lighthouse Property Management for the ARC committee to review. Our Board only has the power to recommend or not recommend approval. The final approval is done by the Big Riv ARC.

Communications

Welcome Committee – thanks Chris for getting the handbook printed. See communication committees report for details on cost of printing and next steps.

Social committee met to discuss events that could take place this year socially for the circle residents

General communications – map and directory sent to community

Reminder: The clubhouse is now open for homeowners to reserve. Contact Kathi Webber or Debbie Craddock to reserve.

Old Business

Landscape Contract Bids

We have a quote in the club house from Brightview that residents may review if they wish. Brightview – They support the Villas today. They are buying west bay that manages Rivendell's landscaping. Carole and Marilee have interviewed them. They have a very comprehensive system to track and manage the administration of landscaping. They are

slightly under our current vendor.
Recommendations have been obtained from other local communities

Mulch

Because of the change in type of mulch, we had less spread. We will be getting additional mulch on Friday 19th and will finish mulching. This is within the mulch budget as we went directly to the sub-contractor.

New Business
2022 Budget

A copy of proposed 2022 operations budget and reserve budget, has been sent to everyone and is on the bulletin board.

Bob has worked with Carole, Steve Bragg, Marilee and others. There will be no increase in the fees/dues for next year. Grounds budget will be ~1000 more that 2021. Building maintenance is down vs. expected due to a savings in clubhouse cleaning. This will offset the increase in grounds budget.

Motion

Kathi Webber made motion to adopt the 2022 proposed operating and reserve budget as shared by Bob Metelko. Seconded – Carole Myles. All in favor

Elections for Board of Director

Chris Smith has done research and created a guide for the board to use in future elections. Thank you Chris

We are working with Jackson Kracht, Esq. to get all updated documents that we need to use.

We will have ~~four (4)~~ three (revised Dec 2021) open board positions. Two current board members have indicated they will run again.

Nomination Committee being established in this meeting. Carole Myles will be the board liaison. Other committee members: Chris Smith, Deb Craddock and Steve Bragg.

Request for board members will be requested by this group.

Two amendments will be included for voting in the annual package.

1. Move from super majority to majority. This is to address the issue we have with getting 2/3rd of homeowners to vote on a topic
2. Amend the by-laws to allow fences

Amendment Changes

Board of Directors Comments

No Additional Comments were made

Homeowners Comments

1. Safety Concern – Would the board consider having a camera at the entrance of our community. Also, we would like to have one on the pool. Kathi to research camera requirements
2. Mulch – question on where the mulch applied. Maggi was concerned that the mulch used where there are ferns. It was a waste. She is putting in her own mulch.
3. Wondering if there is any plan to mulch the park? We do not have

responsibility of the park – Big Riv does. Greg Volak would be the contact.

4. Mulch – Carole has done an amazing job with the mulch this year. Thank you!
5. Want to thank board, Chris Smith, Carole....thank you so much for everything you have done for this community.

Next Board Meeting

December 16, 2021, 7 pm via ZOOM

Adjournment

Upon motion by Bob Metelko, seconded by John Martin, it was unanimously resolved to adjourn the meeting at 8:07 p.m. EST.

Kathi Webber, Secretary

Nov 18,2021

MSC November 2021 Financial Report

Report on October 2021 Financials

NOTE: MOST AMOUNTS WILL BE ROUNDED TO THE NEAREST \$100 or \$10

Cash was up from \$123,900 to \$138,200

Total assets were up from \$276,200 to \$315,700.

The total liabilities & equity were up from \$276,200 to \$315,700.

Income Statement:

Total income for the month \$20,900

Total expenses – operating- \$22,400

Total Income after including Other Expenses, (\$2,800) - negative

The actual “current month” to budget numbers follow:

Our income was \$85 over budget.

The grounds account is the biggest, and it came in over budget by \$4,600. (due to the mulch expense hitting this month for \$10,300)

Building Maintenance was \$2,300 under budget – no pressure washing this month.

The Swimming Pool account ended up \$400 over budget (due to pool repairs).

The utilities were \$280 under budget with lower electric and water usage and including Internet.

The Administration account was \$1,300 under budget.

Net Income was \$900 under budget.

RESERVES:

The Reserve Accounts increased by about \$1,200 over last month to \$176,900.

A/R Aging

Includes two homes with a total owed of \$1,715.52.

MSC November Facilities Report

Leaks have been found in the solar panels. Marisol is scheduled to come out and fix the problem as well as install a shut-off valve for the solar panels.

We applied for a tax exempt number and got turned down. We are NOT tax exempt. With that information, the purchase of new pool furniture will resume.

We will be checking the restrooms at the clubhouse to determine what renovation work is needed to make them look better and avoid plumbing issues in the future. We will also pursue bids to paint the inside of the clubhouse. We do not believe they have not had any major work since the clubhouse was built.

The air conditioner was not operating in the clubhouse. We called Royal Air Conditioning, and they came out the same day and fixed the issue.

This month we will sign service agreements with Royal Air Conditioning and with Marisol Solar.

LANDSCAPE COMMITTEE REPORT: NOVEMBER 18, 2021

ACTIVITIES SINCE LAST REPORT:

This past month the association dealt with continuing irrigation problems setting new watering schedules due to power outages and the daylight savings time change. Regular cutting and trimming was completed as usual.

IRRIGATION: Continuing irrigation problems with the new filters for the water pump, causing insufficient water pressure regulating, resulted with Big Rivendell removing two filters attempting to resolve the Cottages' situation. Presently there is no filter at our pump and so far it is working properly. Also. currently in the Cottages, one valve has been replaced and three broken pipes are being replaced by Wilhelm.

MULCH: Truscapes will be spreading the supplemental mulch negotiated on Friday, November 19, 2021.

SOD: Wilhelm will be replacing all the dead sod that did not thrive at six homes.

PLANTINGS: Two homes have received new front yard plantings according to the five year plan. One diseased Areca was cut down.

PENDING /UPCOMING ACTIVITIES:

Presently all yearly plans have been completed.

BUDGET CONSIDERATIONS: Yearly tasks have all been within budget.

RECOMMENDATIONS FOR THE BOARD: Bright View Landscaping was interviewed by Carole Myles and Marilee Casale. The proposal is in the clubhouse for review. The Board will have to decide the next steps.

Carole Myles/Dorie Bourke/Landscape

MSC Communications Committee Report

Board Update

November 17, 2021

Activities since last report:

Welcome Committee: The Welcome Handbooks have been printed. In the near future, they will be assembled and distributed to all MSC residents/owners.

Social Committee: A planning meeting was held to generate ideas for upcoming social events. Volunteers are being enlisted to host or assist with these events.

General Communications:

- Delivered updated map and directory to all residents via email
- Delivered community updates and news to owners and residents.

Pending/Upcoming Activities: Community news communications as needed.

Budget Considerations: Final charges for the Handbook:

- | | |
|------------|------------------|
| • Printing | \$1,328.94 |
| • Tabs | \$ 92.02 |
| • Binders | <u>\$ 133.70</u> |
| Total | \$1,554.66 |

Recommendations for Board review: None at this time.

Submitted by Jim and Marylin May

Communications Committee Co-Chairs