

*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  
May 20, 2021 7:00 p.m. EST  
*(Conducted via Teleconference)*

Call to Order President

President Marilee Casale called the meeting to order at 7:01 pm

Confirm Quorum

Marilee Casale, John Martin, Carole Myles, Bob Metelko and Kathi Webber were in attendance via teleconference call. Eight 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 5/18/2021 at 6:30pm

Adopt Agenda  
*Motion*

Upon a motion by John Martin and seconded by Bob Metelko, the Agenda was unanimously approved.

Approve Minutes  
*Motion*

Upon a motion by Carole Myles and seconded by Bob Metelko, the minutes of the April 22, 2021 Board meeting was unanimously approved.

## Opening Comments

### *Welcome*

President Casale welcomed everyone and thanked our host Bob Metelko for organizing the Board meeting call on Zoom.

Thank you to all volunteers for all the work that the neighbors are doing with landscaping, pool checks and all the other activities to keep the community going.

Working session was held on Tuesday evening to discuss covenants and information from Attorney. We will meet in a working session again in June to continue this work.

We also heard from Jim May and his ARC committee. Thank you to Ken, John, Joe, Jim and Carole for all participating.

## Treasurer's Report

### *March 2021*

Bob Metelko provided highlights of the April financials. We are in a strong cash position – 130,600. 6k is outstanding in assessments. Two accounts have since been paid up. See attached Treasurer's Financial report for April details.

## 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:

- Brandon added an extra worker.
- Landscaping has moved to Tuesdays as voted on in our last meeting.
- Please email Carole/Dorie with any questions/requests.
- Reminder: Irrigation Controllers are the homeowner's responsibility.
- Planting/Sod to be completed in next two weeks exacted date TBD.
- Mulch will happen after plantings.

- Some requests have come in for magnolia tree removal. We are getting quotes
- In the future there will be work to remove invasive plants.

*Facilities Management*

Dan will be out of town for an extended period. Bob Metelko will be doing the bulb checks in his absence. Thank you to everyone doing the pool checks

*ARC*

Five ARC requests to be viewed for approval at the Big Riv ARC meeting scheduled for next Tuesday.

Note: ARC committee has been making changes to their forms to improve flow for homeowners. Please see the website for the latest form.

*Communications*

Welcome Committee – Updating the welcome packages with Jenny Volk and Deb Craddock nearly complete. Determining printing format/binding

No activities due to COVID

- Rivendell Directories will be delivered by mid-May. Jackie Axiom will be delivering the directories

## Old Business

### Pool Railing

Aqua Tech Pools sales rep has brought forward that will meet Sarasota County regulations. We believe we have a solution. The sales person is trying to find the railing in Aqua Tech's warehouse. Thanks to Carole for being the feet on the street to work with the sales person.

### Standing Water Issue

Marilee has contacted the County about the oaks roots that have raised the road in certain places and causes water not to make it to the runoffs.

504 Oak diseased tree reviewed. County spoke with homeowner

### *Cottage ARC*

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Jim May, Ken Alarie, Carole Myles, John Martin and Joe Casale to look at the ARC rules and recommend a process for the Cottages. They have recommended 10 actions to be taken. Some are in place or are in discussion with Big Riv. Other actions are being considered by the board.

Lighthouse has resumed doing the drive by inspections as of April. One of the recommendations from the ARC was to further look at the maintenance standards compliance and the homeowner responsibilities.

## New Business

### *COVID Restrictions – Clubhouse & Pool*

Recently the governor of Florida has signed an Exec. Order to preclude anyone from suing a not for profit/for profit associations and businesses for COVID Related.

### *MOTION*

Motion: We recommend removing our restrictions due to COVID around the Clubhouse and the community pool. Kathi made Motion. Carole 2<sup>nd</sup>. All were in favor.

John to remove the notices/waivers at clubhouse. Communications to be emailed.

Note: Kathi – holds the calendar for Clubhouse. Please contact Debbie Craddock or Kathi Webber if you wish to reserve the Clubhouse for a personal event.

#### Board of Directors Comments

We are looking for vendors for Landscaping and Accounting Services. Kathi and Bob will be focusing on Accounting Services.

Question on T&H paying bills faster. Working to get the invoices into the strong room faster. The checks are mailed from TX which is slower in the mail. Discussed with Lindy and Carole how to improve landscape payments. We are working to improve the process.

Thank you to Diane McCourt for posting agendas/minutes

#### Homeowners Comments

Why are we bidding Wilhelm? Want to be sure we have a competitive bid and ensure our service needs are being met. We want to be sure we are getting the best service for our dollar. We need to have an arborist, hand mowers, riding lawn mowers, trimmers, etc.. Last time we have people that refused to bid as our home needs were too much for their company.

Are the meetings still going to be via Zoom? Yes, but if people want to be in the Clubhouse - especially as we have 3 of the 5 Board members are remote. In the future, we are going to investigate putting the internet into the Clubhouse so we can hold business meetings via Zoom. We hope to have a recommendation by June meeting.

Question on Rule 43: Trellis, fences, arbors which are restricted in our current standing rules. We are working with our lawyer to learn about how to change the rules.

Next Board Meeting

June 17, 2021, 7 pm via ZOOM

Adjournment

Upon motion by Bob Metelko, seconded by John Martin, it was unanimously resolved to adjourn the meeting at 8:00 p.m. EST.

Kathi Webber, Secretary

May 20, 2021

## MSC May 2021 Financial Report

### Report on April 2021 Financials

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

Cash was up from \$113,700 to \$130,600

Total assets were up from \$264,800 to \$304,300.

The total liabilities were up from \$179,400 to \$222,700.

#### Income Statement:

Total income for the month \$20,800 about the same as last month

Total expenses – operating- \$23,400 up due to pressure washing and tree trimming

Total Income after including Other Expenses, (\$3,800)

The actual to budget numbers follow:

Our income was \$48 over budget.

The grounds account came in over budget by \$2,400 – tree trimming.

Building Maintenance was over budget by 2,000 – pressure washing.

The Swimming Pool account ended up \$307 under budget.

The utilities were \$82 over budget with higher electric usage.

The Administration account was \$335 under budget.

Net Income was (\$3,805), which is under budget due to expenses allocated to

landscaping that are allocated monthly, and pressure washing.

#### RESERVES:

The Reserve Accounts increased by about \$1,200 over last month to \$170,100.

A/R Aging

It is at seven homes with a total owed of \$5,993.03.

MSC Facilities Maintenance Report

May 2021

Dan will be out of town for an extended period of time. During his absence, we have

found a number of volunteers to take over the pool duties.

Thank you to:

Joe Casale

Bob Dombrowski

Karen and Steve Callaway

Diane and Ron McCourt

Kelly Castro

Deb Craddock

I will make the lighting checks while I am in town. I will be in town on the first of June.



# LANDSCAPE COMMITTEE REPORT: MAY 20, 2021

## ACTIVITIES SINCE LAST REPORT:

This month there have been no major changes for general service. Wilhelm has added an extra worker to aid in monthly trimming. Mowing will stay the same “as needed” whether weekly or bi-weekly. **IMPORTANT NOTICE** sent to all homeowners that our weekly landscape service has changed to **TUESDAYS**. This began Tuesday, May 18<sup>th</sup>.

**REMINDER:** If homeowners have any concerns, please send Carole or Dorie an email. Trying to answer questions on the street makes keeping details straight difficult. A written request would be most helpful.

**IRRIGATION:** As stated last month, Wilhelm is doing serious repairs. The exception is the replacement of controllers. Controllers are homeowners’ responsibility. If a controller is not working, Wilhelm will put a flag at the street and on the controller.

There have been multiple issues this month and repairs by association members have taken place. These have been flagged so Wilhelm can check the systems of concern. **PLEASE** do not remove the flags that are posted.

**PLANTINGS/ SOD:** Regular spring planting/sod replacement activities were delayed due to drought conditions and plant availability. Spring plantings/sod replacement should be completed in the next two weeks. Additional landscape work is expected to be done on a property to help screen Rivendell Blvd. and at a couple homes where invasive plants are going to be removed.

Checking with Wilhelm on whether the second application was made on three neighborhood palms.

All expenses for sod, plantings, and mulch have been under budget. An additional pallet of sod has been ordered to address bare spots where needed.

## PENDING /UPCOMING ACTIVITIES:

Sod replacement and plantings is scheduled in the next two weeks (date to be determined). Staying within the **FIVE YEAR PLAN**, additional plans for improvement (removal of certain Mexican petunias and new plantings) will be scheduled.

Again...**MULCH** distribution will occur once the plantings are completed. A form regarding distribution will be created and given to homeowners prior to mulch spreading.

**A couple of homeowners have requested that the magnolia tree on their property be removed due to leaf droppings and the height has outgrown the space. An estimate will be obtained from a couple vendors to remove the trees and then brought to the Board for a decision.**

**BUDGET CONSIDERATIONS:**

**Addressed in activities report.**

**FOR RECOMMENDATION THE BOARD:**

**Send second reminder to homeowners regarding the change of landscape service to Tuesdays.**

**Carole Myles/Dorie Bourke/Landscape**

## Communications Committee Report

Board Update

April 21, 2021

*Activities since last report:*

Submitted by Jim and Marylin May

Communications Committee Co-Chairs