

*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  
March 18, 2021 7:00 p.m. EST  
*(Conducted via Teleconference)*

Call to Order President

President Marilee Casale called the meeting to order at 7:02 pm

Confirm Quorum

Marilee Casale, John Martin, Carole Myles, Bob Metelko and Kathi Webber were in attendance via teleconference call. Nine homeowners also joined the call.

Proper Notice

A proper Notice and Agenda was sent to all homeowner via email on 3/16/2021 at 10:19am

Adopt Agenda  
*Motion*

Upon a motion by John Martin and seconded by Kathi Webber, the Agenda was unanimously approved.

Approve Minutes  
*Motion*

Upon a motion by Bob Metelko and seconded by John Martin, the minutes of the February 25, 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 Carole Myles & Dorie Bourke managing the tree trimming, landscaping and irrigation crews.

Thank Chris Smith for work on Big Rivendell Directory.

Working Session was held last Saturday. The items are on tonight's agenda represent what was discussed.

Marilee has made initial contacts with the other two sub-divisions of Big Riv to understand how they do ARC and their relationship to Big Riv on ARC, their landscape services and HOA fees, etc.

## Treasurer's Report

### *Feb 2021*

Bob Metelko provided highlights of the January financials. We are down slightly, but still very strong cash position. See attached Treasurer's Financial report for January 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).  
Brown Tree Trimming Completed. Irrigation inspection was completed.

Wilhelm recommends going to only 1 mulch type - Pine Bark Mulch

Upcoming: Sod intended to be handled in April

## Facilities Management

561 - Working on light that needs to be redone. Fuse may be on 557

March 24<sup>th</sup>, New View to power wash clubhouse, sidewalks pool deck and park area.

They will be offering to do driveway, fence and sidewalk for homeowner(s). (Fences \$2 ft/ \$65 large Drive, \$50 Med. Driveway, \$35 small driveways) at owner's expense.

Roof Leak – Fixed by Mirasol. Under warranty.

Sign-Holder...Thank you Bob Metelko for creating the new signpost.

Dan is out of town for 3 weeks. Deb Craddock is covering on checking the pool until he returns.

*ARC*

1 house paint has been approved.

Request for generator. Request is being investigated.

*Communications*

Welcome Committee – Working on Quick Start for new Home Owners.

- Over-night Parking Notice Sent
- 2 Articles to Woodlands Word
- Easter Bonnet Sunday on April 4th

*Old Business*  
*Mulch*

Amend the Mulch options to either Pine Bark or mulch, no both.

*New Business*

*Big Riv ARC Committee Plat/Survey Potential Changes*

Big Riv – Considering changes to require that you need to have a plat or survey for any requests going to ARC. Many of our homeowners do not have a survey.

Create a team. Ken Alarie, Carole Myles, John Martin and Joe Casale to look at the ARC rules and recommend a process for the Cottages.

Also, create a checklist for the Lighthouse ARC audit to use in the ARC compliance audits.

*Revoke amenities for Delinquent accounts Motion*

Kathi motioned and John 2<sup>nd</sup> to have Lot 32 voting and amenities rights revoked until their

account is made current. Currently the account is with our lawyers. Approved unanimously.

Community Bulletin Board Resolution  
*Motion*

Bob Metelko made motion, John Martin 2<sup>nd</sup> the proposal. Request approval for spending \$738.88 to purchase 1 1-Door Outdoor Enclosed Vinyl Bulletin Board and 1 3-Door Outdoor Enclosed Vinyl Bulletin Board. The 3-Door will house BOD Agenda and Minutes, Required Pool Information and Committee Information. The 1-door bulletin board will be for the neighborhood to use for individual notices and requests. Approved unanimously.

*Request for Volunteers for Streamlining Elections 2022*

Bonnie Marks Volunteered. Marilee to work with Communications Committee to send request for add'l volunteers to community.

*Pool Chair Restrictions Update Motion*

John made Motion. Kathi 2<sup>nd</sup> to put out chairs/lounge chairs as long as they are six feet apart. Approved unanimously.

The Pool Committee Supported this proposal.

Please note: A signed Waiver, Social Distancing, Mask, Cleaning requirements are still in place.

Board of Directors Comments

Reminder to call New View for cleaning of your own driveway or fence cleaning.

For those not on Auto Pay, 2021 Cottages Association Dues Coupon books have been sent. Please reach out to T&H or a member of the board if you did not get yours.

Please do not Talk to the Landscapers. They are very limited with their time and need to finish a great deal of work.

Homeowners Comments

Need to check Pool area where a clock fell and broke. There is glass on the ground. (This has been resolved)

Concern: Pool deck is filled with debris, leaves and twigs.

How long does it take for the new owner get coupon book? The book will happen automatically when the estoppel letter is sent.

Next Board Meeting

April 22, 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

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## MSC March 2021 Financial Report

### Report on February, 2020 Financials

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

- Cash was down a bit from \$113,400 to \$107,700
- Total assets were down from \$286,700 to \$282,900 mostly due to the Cash account.
- The total liabilities were down from \$211,200 to \$199,600.

#### Income Statement:

- Total income for the month \$20,900
- Total expenses – operating- \$12,900
- Total Income after including Other Expenses, \$6,800
- The actual to budget numbers follow:
- Our income was \$100 over budget.
- The grounds account is the biggest, and it came in under budget by \$5,800.
- Building Maintenance was great at \$190 under budget.
- The Swimming Pool account ended up \$285 under budget.
- The utilities were \$299 over budget with higher electric usage.
- The Administration account was \$496 under budget.
- Net Income was \$6,500, which is over budget due to expenses allocated to landscaping that are allocated monthly but have not been completed yet. The only account of the ten Grounds accounts expensed was the Grounds Contract.

#### RESERVES:

- The Reserve Accounts increased by about \$1,300 over last month to \$167,600.

#### A/R Aging

- It is at five homes with a total owed of \$5,543.83. Our attorney is currently handling one of them.

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## LANDSCAPE COMMITTEE REPORT

### ACTIVITIES SINCE LAST REPORT:

This month we did major leaf cleanups and mowing.

Appointment was made for Brown to trim our trees and after estimate we booked March 12 for 36 oaks to be trimmed, along with removal of some palms and invasive plants, total of 84 items were completed.

Our monthly wet irrigation was completed on March 12th. Since daylight savings time was not considered, we have asked them to reset clocks on April's irrigation check. During this check they found a clock that was not working. They sent an estimate to the finance department to be considered, but this cost was \$320.00 with this being over the \$300 agreed amount. This was discussed with Brendan today and he said he would handle. Furthermore, I have asked for the bill to come to me first for approval and Brendan has agreed. This bill included the cost of a replacement clock, of which is the responsibility of the individual homeowner. We give them the opportunity to buy the clock and someone in the Cottages will install. This saves them a significant amount. Also, we require a Hunter irrigation clock. Mulch was also discussed, and Brendan said choosing 2 different ones would be more expensive due to the staging. He suggested using the Pine bark for everyone. We will need the Board to agree on this. Wilhelm did provide me with an estimate for Pine bark of \$14,535 which is in our budget. He also said that next year, using Pine, we might not need reapplication entirely since this last a lot longer than regular mulch.

### PENDING/UPCOMING ACTIVITIES:

We asked for Brendan to give an estimate for #498 at the banyan tree where Rivendell trimmed the tree and left the homeowner completely exposed to the Rivendell Blvd.

A re-valuation on the current estimate provided for new plantings due to additions and eliminating some plants. This is within our Five-Year plan.

We want to lay our sod during April and Brendan will help measure for this, along with them replacing sod in some areas that they had guaranteed.

It appeared that there was insufficient water at our entryway, so Chris and I did a check to find out what was wrong. Big Rivendell had changed the clock running the water zones, so we found out the new zones, which are 4,5, and 10. These were set to run twice a week for 30 minutes.

### BUDGET CONSIDERATIONS:

All of this has been addressed in the Pending/Activities

### RECOMMENDATIONS for the BOARD:

Please review the new mulch suggestions. Respond to President of Rivendell to what our expectations for Lighthouse's CAM for compliance.

Carole Myles/Dorie Bourke/Landscape

## Facilities Management Committee Report

MSC BOD Meeting 3/18/2021

The electrician needed some items to finish the project regarding Dan's light.

We called Mirasol to get a couple solar panel leaks fixed. They responded, fixed the items quickly and moved on to other jobs. NO CHARGE

There is a new aluminum sign holder at the clubhouse. I spent a few days enjoying my machinery and welders putting it together.

Reminder: New View will be cleaning the sidewalks, clubhouse and association fences. In addition, they will offer driveway cleaning to homeowners the same as last year with pricing following:

- Large driveways at house numbers 522, 562, 520 and 586: \$65
- Front driveways: \$50
- Rear driveways: \$35
- AND Promotional pricing for fences at \$2.00 per linear foot – not done with pressure washers



## Communication Committee

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Activities since last report:

### Welcome Committee

- Cottages' Welcome Handbook is in the process of being updated. We are working on a "Quick Start" for the Handbook which will provide a list of important tasks new homeowners should consider when they move in.

### MSC's Social Committee

- Since the COVID health crisis continues and the Clubhouse is closed, no formal social events are planned at this time.

General Communications: Delivered ongoing Board and Committee updates, minutes and news to the owners and residents.

- The Communications Team helped develop a mailing regarding overnight parking that was distributed by the Board.
- Two articles were submitted to the Woodlands Word – a thank you to Carole Myles and Dorie Bourke for their assistance with the tree trimming on March 11th and a thank you to our MSC "Gnomes" for decorating the MSC Clubhouse for St. Patrick's Day.

Residents were notified via email that our Easter Bonnet Sunday will be April 4th. We are looking forward to this beautiful transformation of spring beauty on MSC.

Pending/Upcoming Activities:

General and Committee communications as needed.

Budget Considerations:

None at this time

Recommendations for Board review:

None at this time

Submitted by Jim and Marylin May Communications Committee Co-Chairs