

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
Feb 25, 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, Bob Metelko and Kathi Webber were in attendance via teleconference call. Twelve homeowners also joined the call.

Proper Notice

A proper Notice and Agenda was sent to all homeowner via email on 2/23/2021 at 2:53pm

Adopt Agenda
Motion

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

Approve Minutes
Motion

Upon a motion by Kathi Webber and seconded by John Martin, the minutes of the January 21, 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. John Martin 1st VP, Carole Myles 2nd VP, Bob Metelko Treas, Kathi Webber Secretary.

Thank you to Deb Holton-Smith for Chairing the Annual meeting.

Thank you to Elections committee – Deb Craddock, Carol Costa, Jackie and Bob Axiom.

Thank you to John for the past 2 years as president. His work was extraordinary and very appreciated.

Treasurer's Report

Feb 2021

Bob Metelko provided highlights of the January financials. We are in strong a 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).

John and Carole to talk to two (2) homeowners that are driving over their grass and killing the sod.

Facilities Management

Robert Metelko provided the Facilities Committee report (see attached).

Highlights:

No leak in pool

March 24th, New View to be in to power wash clubhouse, sidewalks 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.

ARC

John Martin, Joe provided ARC updates since our last meeting. 3 new roofs, 1 landscaping request were all approved in the last Big Riv. One request was not fully approved – some of the landscaping was approved but paved patio needs to be addressed.

Communications

Marilee Casale reported on behalf of the Welcome Committee, Social Committee, and general correspondence. Her report is attached.

Jim and Marilyn May will be co-chairs of the Communications committee starting on our next meeting. Thank you to the Mays for volunteering.

Thank you to Deb Craddock for stepping in to chair the Welcome Committee. We thank Jan Martin for her work as the past chair.

Thank you to Chris Smith for helping us design a new letterhead for our association.

Old Business

Annual Meeting & Election Results

Both board resolutions passed with 52 votes reported. Some of the homeowner concerns were addressed in an email regarding trash/ recycle bins.

A reminder will be sent on overnight parking rules and the process to request a temporary parking permit.

New Business

Standing Committee Chair Changes

- Dorie Burke has been asked to step in to lead the Landscape committee.
- The Mays will be taking over the Communications Committee.
- Deb Craddock will be taking over the Welcome Committee.

Proposal for Mulch Changes Motion

Melaleuca Mulch is environmentally friendly, good weed barrier and holds moisture. Color is dark brown. The color is consistent with the Pine Bark.

Homeowners will have a choice between Pine Bark or the Melaleuca for their front and side yards. The samples of mulch are on the porch of the Clubhouse.

Carole made the motion and Bob Metelko 2nd. All were in favor.

Irrigation Maintenance & Repair Services

Thank you to Chris Smith for all of his past work over the years to fix our irrigation repairs on a volunteer basis. Wilhelm will be taking over the fixes. We are not sure if they will be doing the fixes on the same day as they do the testing. Chris has still volunteered to handle emergencies. Homeowners will still contact the irrigation committee members on any irrigation issues. A memo on all these changes will be sent to the homeowners soon.

Spring Association Activities Update

Included in landscape and facilities committees' reports.

Late Charge for Delinquent Assessments Resolution Motion

Board Resolutions: Reviewed resolution drafted by Jackson Kracht to 1) to legally document the RU1NA Late Fee charges to follow Florida statute. See attached resolution.

Upon motion by Bob Metelko, seconded by John Martin. It was unanimously resolved to adopt the motion effective immediately.

Assessment Collections Procedures Resolution Motion

Board Resolutions: Reviewed resolution drafted by Jackson Kracht to ensure the timeframe and actions taken in the Collection Process are formally on record. See attached resolution.

Upon motion by Kathi Webber, seconded by Bob Metelko. All homeowners spoke in favor of the resolution. They were appreciative of the Board's action and the informative document on the procedure. It was unanimously resolved to adopt the motion effective immediately.

Board of Directors Comments

Carole Myles shared that Big Riv will be trimming Mar 2-6th along Rivendell Blvd. Carole notified the homeowners that will be impacted.

Bob Metelko shared that the coupon books for the association quarterly dues are to be mailed to direct pay homeowners in about a week.

To do: Research if they accept online payments.

Homeowners Comments

Question on could pool chairs to be used at the pool instead of bringing your own. The standing pool rules are in place for the community's safety. We feel keeping the chairs off to the side as we do not have full time people available to clean chairs.

Next Board Meeting

March 18, 2021, 7 pm via ZOOM

Adjournment

Upon motion by Bob Metelko, seconded by Carole Myles, it was unanimously resolved to adjourn the meeting at 8:11 p.m. EST.

Kathi Webber, Secretary

Feb 25, 2021

MSC February 2021 Financial Report

Report on January, 2020 Financials

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

- Cash was up a lot from \$80,400 to \$113,400.
- Total assets were up from \$235,100 to \$286,700 mostly due to the Cash account.
- Income Statement:
 - Total income for the month \$21,100
 - Total expenses – operating- \$12,000
 - Total Income after including Other Expenses, \$7,800

The actual to budget numbers follow:

- Our income was \$300 over budget.
- The grounds account is the biggest, and it came in under budget by \$5,900.
- Building Maintenance was great at \$249 under budget.
- The Swimming Pool account ended up \$300 under budget.
- The utilities were \$148 over budget with higher electric usage.
- The Administration account was \$1,000 under budget.
- Net Income was \$7,800, which is over budget due to increase in cash and expenses allocated to landscaping that are allocated monthly, but have not been completed yet. The main accounts not expensed were Mulch; Tree, Plant, Shrub; Grass; Tree Trimming; Irrigation Maintenance; and Sod.

RESERVES:

- The Reserve Accounts increased by about \$1,300 over last month to \$166,000.

A/R Aging

- It is at five homes with a total owed of \$8,500. Our attorney is currently handling one of them.

February 25, 2021

LANDSCAPE COMMITTEE REPORT

ACTIVITIES SINCE LAST REPORT:

- The front entrance has been trimmed on both sides and plants are growing in to hide the sides of the homes in that area. Also trimmed 490 that was completely overgrown with ferns, and other invasive plants. 578 was hard trimmed and will still need additional cutting which will happen in the next few weeks. We will begin a hard trim also during this time frame for entire neighborhood.
- We have not mowed every week since it was not needed, but did mow last Thursday along with grass fertilized and leaf cleaning. When we didn't mow; they did leaf cleanup and trimmed.
- We had several leaf cleanups this past month.
- Chris Smith completed his last irrigation repair, and this function has been turned over Wilhelm Bros. We have reached an agreement with them for a cost of not to exceed \$300.00 a month and requiring approval to exceed this figure.
- As part of our 5 year plan, I have selected 5 homes for their front yards to be replanted. This will require some old and dead plants removed. I am still waiting for their estimate so I can adjust what I had planned or add additional work. The homeowners will be notified when I approve the estimate provided by Wilhelm prior to scheduling the work.
- Wilhelm Bros. have provided 3 different types of mulch and we eliminated the dark wood one, leaving pine bark and melaleuca, which is environmentally friendly. The board will decide if we can give an option for homeowners to receive their choice of the 2 selected. The cost of the two are similar so that will not be a factor. Mulch is on the Clubhouse front porch for homeowner viewing

PENDING/UPCOMING ACTIVITIES:

- Brown Tree Service will be here Friday with Wilhelm's arborist to evaluate our trees for trimming. I have started my list for plants, invasive trees, and dead palms to be removed along with trees marked for trimming. When we receive the estimate, we will evaluate at that time what we can do and stay within our budget.
- We still have several other projects to complete, like sod replacement and invasive plants to be removed.
- I'd like to mention that a couple of homeowners are driving over their neighbor's lawns. This is killing the grass and needs to be addressed by the Board.

BUDGET CONSIDERATIONS:

All of this has been addressed in the Pending/Activities

RECOMMENDATIONS for the BOARD:

None other than what has been mentioned above.

Carole Myles/Landscape Chair

Facilities Management Committee Report

MSC BOD Meeting 2/18/2021

- Dan is checking his light (still working on it), and a couple bulbs are dim.
- The pool has had the float fixed or adjusted, and it seems to be working well. The water bill was within a few pennies of budget, so it doesn't look like the pool is leaking.

New View Cleaning Services has sent us a quote (the same as last year) to:

- Pressure wash the pool deck and clubhouse entry
- Pressure wash the sidewalks
- Pressure wash Miami gutter that runs down the middle of the street
- between rear driveways
- Pressure wash curbs next to road around the inner circle and the curbs at
- the entrance to the community
- Pressure wash Miami gutters around the outside of the street
- Pressure wash the atrium to Banyan park

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

February 25, 2021

Activities since last report:

Welcome Committee

- The Cottages' Welcome Package is going to be updated to reflect recent changes to the Board and Committees, as well as making it more generic to reduce the need for future changes. Jan Martin, has asked to step down after 8 years and Debbie Craddock has agreed to replace her as the new Chair . Our sincere thanks go out to Jan for her enthusiasm and efforts to meet and greet our new neighbors and introduce them to our community.

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 Cottages BOD and "Who To Call List" are being updated again along with other documents that are impacted by the Board changes.
- Effective March 1st , Jim and Marylin May have agreed to Co-Chair the general communications for the Cottages. They will represent the Cottages on Big Riv's Communications team, prepare articles of interest for the Circle and Woodland Word, and write Committee updates and general news for the Cottages. I will continue as their Board Liaison while Kathi Webber will assume that role for the

Welcome Committee and Social Committee

- Pending/Upcoming Activities:
 - Making copies of the Welcome Package is a time-consuming process using our Clubhouse printer. The Committee asks the Board's approval to make the copies via commercial vendor to reduce their time and effort and expedite their ability to distribute the materials to all homeowners.

Budget Considerations:

The Committee estimates the Welcome Package cost approx. \$7.50 a packet. A cost proposal will be prepared and given to the Board for approval at the next Board meeting.

Recommendations for Board review:

See above.

Submitted by Marilee Casale, Communications Chair