

**Approved by the RU1NA Board of Directors
February 25, 2021**

Rivendell Unit 1 Neighborhood Association, Inc.

591 Meadow Sweet Circle
Osprey, FL 34229

Minutes of the Board of Directors Meeting
January 21, 2021
7:00 p.m. EST
(Conducted via Teleconference)

Call to Order	President John Martin called the meeting to order at 7:00 p.m. EST.
Confirm Quorum	John Martin, Robert Metelko, Kathi Webber and Marilee Casale were in attendance via teleconference call. Ten homeowners also joined the call.
Proper Notice	A proper Notice and Agenda was sent to all homeowners via email on 1/19/2021 at 11:00 a.m. EST.
Adopt Agenda Motion	Upon a motion by Marilee Casale and seconded by Kathi Webber, the Agenda was unanimously approved.
Approve Minutes Motion	Upon a motion by Bob Metelko and seconded by Kathi Webber, the minutes of the December 17, 2020 Board meeting was unanimously approved.
Opening Comments Welcome	President Martin welcomed everyone and thanked our host Bob Metelko for organizing the Board meeting call on Zoom.
Treasurer's Report December 2020	Bob Metelko provided highlights of the current month and Year-end financials. See attached Treasurer's Financial report for December.
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). A discussion occurred regarding a \$1200 bill from Wilhelm for lawn treatment which the vendor agreed we didn't need to pay. To be fair, the Board agreed to split the bill and pay 50% or \$600; a new invoice will be requested by Carole.
Facilities Management	Robert Metelko provided the Facilities Committee report (see attached).

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

Old Business

Late Receivables Update

Kathi Webber reported out on a meeting with legal counsel for changes to the Late Collections Process for Associations fees. The Board's goal is to reduce the collection timeframe and ensure consistency of application for all homeowners. Counsel agreed to prepare two Board Resolutions: 1) to legally document the RU1NA Late Fee charges to be in compliance with Florida statute, and 2) to ensure the timeframe and actions taken in the Collection Process are formally on record. The Resolutions will be reviewed at the next Board working session and then adopted at the regular BOD meeting in late February. Kathi and Bob Metelko will follow-up with T&H Accounting on the changes. Kathi suggested looking at the cost and advantages of using the same accounting firm as Big Rivendell. John is waiting estimates from Lighthouse Property Mgmt.

Annual Meeting Update

Marilee gave an update on the Annual Members Meeting & Board Election scheduled for February 18th, which will be hosted by Deb Holten-Smith. She apologized for the errors and issues found in original package but noted a complete corrected version was emailed to homeowners on January 21st. John Martin announced that Ellen Lawlor has volunteered to be a second Board candidate for this year's election and extended his thanks to her.

New Business

Mulch

Carole Myles provided an overview of issues with the mulch used in 2020 and recommended the Board consider changing to a natural cypress mulch this year. She noted it may be more expensive but the quality and natural color is more sustainable, and additional costs could be offset by mulching on front yards. The Board agreed to discuss this proposal further at their working session in February.

BOD 2021 Calendar

Marilee announced that with help of Gary Mruz (Big Riv webmaster), we now have a new "Cottages" section on the rivendellcommunity.com website. Homeowners and residents can access it by going to "Community" on the top bar of the website and, using the drop-down menu, click on "Cottages". The new webpage gives an overview of the Cottages with pictures, an Events Calendar for 2021, and other key information of importance to homeowners and residents.

Spring Association Activities

Board discussed the spring activities planned in the community, including clubhouse and sidewalk power washing in addition to tree trimming, landscape clean-up, etc. The plans will be

discussed at the February Board working session and announced at the late February Board meeting.

Board of Directors Comments

John announced and welcomed two new homeowners – Bert and Marilyn Andresen at 579, and Diane and Ron McCourt at 558.

Homeowners Comments

Maggi Verhagen shared her recent landscaping experience and mulch choice, and suggested the possibility of homeowners being responsible for putting down their own mulch to reduce the high costs. Bob Volk noted that a high percentage of our homeowners are not capable of doing their own yard work, besides the fact we are a maintenance-free community for lawn care.

Next Board Meeting

Thursday February 18, 2021 (following the Annual Membership Meeting for the purpose of determining the new officers' positions); February 25, 2021 for a regular BOD meeting.

**Adjournment
*Motion***

Upon motion by Bob Metelko, seconded by Marilee Casale, it was unanimously resolved to adjourn the meeting at 8:02 p.m. EST.

Marilee Casale, Secretary

January 21, 2021

Standing Committee Reports

MSC January 2021 Financial Report

Report on December, 2020 Financials

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

Cash was down a bit from \$82,200 to \$80,400.

Total assets were down from \$250,500 to \$235,100 mostly due to A/R

Income Statement:

Total income for the month \$18,600

Total expenses – operating- \$14,900

Total Income after including Other Expenses, \$2,600

The final actual to budget numbers are here for 2020.

Our income was \$1,400 over budget.

The grounds account is the biggest, and it came in under budget by \$5,100.

The Contingency and Tree, Plant, Shrub & Grass account were way over budget at a little over \$13,000 while the Tree Trimming, Irrigation, Sod, Dump Fees, Extra Hand Mowing and Overtime were way under budget by about \$19,000.

Building Maintenance was great at \$2,500 under budget.

The Swimming Pool account ended up \$1,200 under budget.

The utilities were \$1,200 under budget.

The Administration account was \$6,100 over budget.

Net Income for the year was \$4,300, which is with 1.9% of the budget.

RESERVES:

The Reserve Accounts increased by about \$14,500 over last year to \$165,000.

A/R Aging

It is down to only two homes with a total owed of \$4,400. Our attorney is currently handling one of them. The account was at \$9,000 on January 31, 2020.

Facilities Management Committee Report

MSC BOD Meeting 1/21/2021

Dan got a water usage notice and checked for leaks with John. It is the float valve on the pool. He called SW Pools and they are monitoring to see if the pool is leaking. We have not heard back from them yet.

MSC 567 - Southwick's caretaker backed into a mailbox, and it was taken care of by the Southwicks. Just an FYI.

January 21, 2021

LANDSCAPE COMMITTEE REPORT

ACTIVITIES SINCE LAST REPORT:

Beginning of January we have mowed just a couple times due to grass not growing during the cold month. The trimming has continued along with leaf cleaning, maintaining the streets and yards for a clean look.

PENDING ACTIVITIES:

Work is continuing on our 5-year plan and volunteers have stepped up on our request to continue with the plan the next 3 months. My thanks go out to all that volunteered, including Dorie Bourke, Sophia Goodwin, Nancy Langlois, Kathy Groom and Jane Stevens. My apologies if I've left someone off of list.

I've met with Brendan of Wilhelm Bros. to discuss the plan for the next 3 months. He will be helping with our big project of the trimming and removal of trees and other plants. He will be doing this free of charge along with his arborist for selecting trees for trimming. This may or may not include invasive plants removal at certain homes. I just want all to be aware of some trimming or removal within their yards. Brown Tree Service has been selected vendor for the job and have been alerted to begin in March sometime. Time will be set when trees and plants have been selected, while staying within our budget.

The sod project will begin in April and mulch sometime late summer. The Board will need to discuss mulch type, color and where we will mulch, entire yard or just front of homes. This is an expensive project and would like lots of input prior to scheduling.

The Irrigation has been turned over to Wilhelm and they will continue with the monthly check of the proper watering along with fixing the broken items. Chris Smith will still do some items such as emergency shutting off irrigation boxes when heads are blown off, or water hitting windows. Contact Chris with only these issues, all others please notify me (813-957-3433) and I'll notify Wilhelm.

The volunteers and I will continue with selecting homes that need invasive plants like Mexican petunias removed, along with checking air conditioning units are clear from shrubs and updating all other records to continue with our 5-year plan.

BUDGET CONSIDERATIONS: With our increased budget for this year, we will have funds for the irrigation of which Wilhelm Bros will undertake. Chris Smith is working with Wilhelm's Brendan to figure out what our costs will be monthly on replacing heads and setting clocks. I initially set our costs as not to exceed \$500.00. Our President has suggested that since we have no true data of our costs at this time, that we should set a not to exceed figure. Chris has given more information, of which I have sent to each member of the Board and will wait for the Board to make a decision.

The mulch is the costliest project and will try to cut back costs in case of other problems in the neighborhood. This will be up to the Board on how to handle.

RECOMMENDATIONS for the BOARD: As always, we need the BOA to support our efforts to complete our tasks assigned. Let me remind everyone that you are not to talk to the landscapers. If you want or need something just notify me and I will relate it to proper person. Landscapers are here to do the Cottages work and not individuals' requests. We have gone through this before and it cost us extra days of work from them. They will do extra for homeowners with private payment, but not on our time and that includes their lunch hour. Please read the ARC guidelines thoroughly and this will tell you all you need to know about what you can or cannot do on your property.

Carole Myles LANDSCAPE COMMITTEE CHAIR

MSC Communications Report

January 21, 2021

Activities since last report:

Welcome Committee: The Cottages' Welcome Package continues to be updated as needed. Our Committee members (Jan Martin and Jenny Volk) have delivered packages and orientation to new home owners and educated them on what they need to know about our community. Their project to deliver a Welcome Package to all MSC owners is ongoing. Our thanks to the Jan and Jenny for their support and dedication to this important task.

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. Key documents distributed this month: Cottages BOD and "Who To Call List", the Annual Members Meeting and Election Notice, the BOD Election Voting Materials, and the ARC Process for the Cottages. More Cottages documents are being posted on the Rivendell Community website to provide another communications outlet for our homeowners. Gary Mruz is creating a "Cottages" section where all of our documents can be stored in the future, including a calendar of events, Board meeting minutes, etc.

Pending/Upcoming Activities:

Maintenance of the Welcome Package contents; orientation to new owners/residents as well as long term residents; and establishing a Cottages web page.

Budget Considerations:

None at this time.

Recommendations for Board review:

None at this time.

Submitted by Marilee Casale, Communications Chair