

**The Masters at Pelican Sound  
Homeowners Association, Inc.  
Minutes of the Board of Directors Meeting**

November 8, 2019

Minutes from the Board of Directors Meeting held November 8, 2019 at the  
River Club at Pelican Sound

**Call to Order:** The meeting was called to order at 3:01 P.M.

**Quorum-** A quorum of the board was noted with the following Board Members Present: Don Jancin, Jim Swanger, Pam Venosa Bill Ellis and Dikran Ohannessian.

**Also Present:** Heather Keel of Cambridge Management.

**Proof of Notice:** Notice was posted per Florida Statute.

**Approval of Prior Meeting Minutes:** Draft Meeting Minutes of the March 26, 2019 and April 16, 2019 Meeting were presented to the Board of Directors in advance of the meeting.

A Motion was made by Don Jancin to waive the reading and approve the meeting minutes of March 26, 2019 as presented. The Motion was seconded by Bill Ellis and passed unanimously.
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A Motion was made by Don Jancin to approve the correction to the April 16, 2016 Meeting Minutes as presented. The Motion was seconded by Pam Venosa and passed unanimously.
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**New Business:**

**President's Report:** Bill Ellis welcomed everyone back for season. Bill also noted that Jim Swanger attended the NVR Meeting that was held on October 31, 2019 in which the Pelican Sound 2020 Budget was presented and approved.

**Vice President's Report:** Jim Swanger reported that he attended the NVR Meeting and cast his votes based on the polling of the Membership that was conducted. Approximately 98% of the Master's Members were in favor and therefore all 100 votes were cast in favor.

**Secretary's Report:** Don Jancin reported that he has attended two educational courses and provided a recap of the information he obtained during those courses. Don highlighted that Meeting Minutes are meant to capture the actions taken by the Board at a meeting and that general discussion and comments do not have to be represented in the meeting minutes. Don also noted that emails between just Board Members that do not include a third party such as Management or the Accounting Firm are not part of the official record of the community and also noted that competitive bidding can be conducted with a minimum of two bids in order to satisfy the statutory requirement.

**Treasurer's Report:** Pam Venosa reported the association has strengthened its' financial position, having rebuilt our retained earnings up to more than \$12, 000. Pam also noted that there is a plan to reduce the quarterly maintenance fees in 2020. Additionally, Pam noted that at the 2020 Annual Members Meeting, the Board intends to ask the Members to vote to move funds around within the Reserve Schedule.

**Website Committee Report:** June Roberts provided an update on the website, website usage and member enrollment. June noted that a Board of Directors page has been established for Board of Directors use.

**ARC Committee Report:** Dikran Ohannessian reported that 15 homes within the Community were approved through the ARC process for new roofs. It was also noted that the mulch is scheduled for installation in November throughout the community.

**Paint Update:** Dikran Ohannessian provided an update on the operation and aesthetic subgroup efforts over the summer with regard to the paint project in 2020. The Committees will be presenting additional information and recommendations to the Board of Directors at the December Board Meeting.

#### **Old Business:**

**Resident Complaint:** Bill Ellis reported that the Association received a complaint from an owner and that the complaint was sent to the Attorney for review. A lengthy discussion was held regarding the matter of street trees and the responsibility of the clean up in emergency situations. It was noted that in February 2018, the Board of Directors decided to reverse the decision made by the Board of Directors in October 2017 in which the Board decided to not bill back owners for the trees in which the association paid to cleanup after Hurricane Irma. The Motion made on February 1, 2018 stands as there was no Motion to rescind.

#### **New Business:**

**Governance:** The annual schedule of the Board Meetings will be posted on the Community Website. A majority of the Members of the Board of Directors wish to create a Board of Directors Handbook that provides Board Member role descriptions and other important information that current and future new Board Members can utilize as a foundation when joining the Board of Directors.

**Landscape Policy Update:** The landscape responsibilities documents will be reviewed for update. A group has been established to review and provide recommendations with regard to the update.

**Mailbox Replacement:** It was noted that there is a process in place with regard to mailbox repair and replacement.

**Board Contingency Reserve:** The Board of Directors discussed the establishment of a Board Contingency Reserve that is to be funded from equity.

A Motion was made by Don Jancin to establish a Board Discretionary Reserve Fund in an amount not to exceed \$15,000.00 to be funded from Equity. The Motion was seconded by Jim Swanger and passed unanimously.

**2020 Proposed Budget:** A general discussion regarding the 2020 proposed budget was conducted. The budget workshop was completed on October 30, 2019. Since the Budget Workshop, estimated numbers were received with regard to the cost of mulch and the cost of street tree trimming.

**Adjournment:** There being no further business to discuss, the meeting was adjourned at 10:15 A.M.

**Homeowner Comments / Concerns:** Homeowners were provided the opportunity to ask questions or make comments with regard to Agenda items.

Respectfully Submitted by,

Heather Keel, CAM  
Cambridge Property Management