

**TARA MASTER ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
WEDNESDAY, JUNE 24, 2009
7:00 P.M. CREEK WOOD OFFICE**

Roll Call: Present were Board members: Bill Kett, Wilma McCray, Marge Palacio, Ed Porter and Don Stoddard. Also present: JoAnn Mastrangelo, Property Secretary and Larry Perkins, Controller. Absent were Board Members John Cotsanas, John Lane; and Tony Greising, Property Manager. A quorum was established.

Adopt Agenda: The Agenda was unanimously accepted (5-0).

Approval of Minutes February 20, 2009, May 14, 2009 & May 21, 2009: Minutes of the May 14, 2009 Board of Directors Meeting and May 21, 2009 Organizational Meeting were unanimously approved (5-0). Minutes of the February 20, 2009 Special Board Meeting were unanimously approved as amended (5-0). Approval of May 21, 2009 Annual Meeting Minutes will be addressed at the 2010 Annual Meeting.

Secretary's Report: None

Treasurer's Report: Treasurer's report included in the Property Manager's Report.

Committee Reports:

- A) **Finance** – Finance report included in the Manager's Report.
- B) **Communication** – Bill Kett reported that Marian Meyer talked to two people and to Network Mechanics in effort to decide who will operate and maintain the TMA web site. Matter is still pending. Bill also submitted for approval the names of the new Communication's Committee members: Marianne Meyer, Chairwoman, John Schmidt, Joyce Leone, Barb Paddock, Dennis Ras and Ernie Wambach. A motion to accept these Committee members was unanimously approved (5-0). Michelle Redwine advised that Community Affairs Committee prefers not to be a branch of Communications Committee. She has offered to assist Marian Meyer and coordinate efforts.
- C) **Architectural Review** – Ed Porter reported on the violations that have been sent to the Attorney, on the non-compliance issues that have been resolved, and on those that haven't responded.

Dan Power, President Golf Villas Landscape Assn. advised there's a meeting 9am on June 30 at CCD Center. Speaker from State of Florida Michelle Atkinson will talk on Xeriscaping – landscaping in drought areas.

- D) **Community Affairs** – Michelle Redwine presented names of Committee Members: Carolyn Primus, Bruce Fast, Pat May, Jessica Schmidt and Lynn Hudson, which were unanimously approved (5-0).

Unfinished Business:

- A) **Self Help Policy** – Ed Porter reported on the properties that are in need of the Self Help Policy. Can only inspect outside of house. If someone is residing in house, can't mow lawn. It is difficult to determine who actually owns the home, or whether someone is residing in house. The Self Help Policy comes into play only to maintain the yard, not pools or inside of the house.
- B) **Community Affairs Committee Name** - Change of Committee name from Noise Abatement to Community Affairs was unanimously approved (5-0).
- C) **Community Affairs Mission Statement** - The Committee has a specific charge – “To seek protection from harmful noise affecting Tara”. Operating procedure is to communicate with the County Commissioners Board on issues on Tara's behalf and other Organizations impacting the Tara Community. Motion to accept committee Mission Statement made by Wilma McCray, seconded by Marge Palacio. Discussion: Ed Porter - Committee should get copy and abide by TMA Procedures and submit a budget. Motion carried (5-0).

-All documentation, such as Agenda, Minutes, Correspondence, Reports, Balance 2009 funds, proposed 2010 Budget, should be sent to Jo Ann Mastrangelo, Property Secretary, for TMA records.

A motion made by Ed Porter to budget \$500 for Community Affairs Committee legal fees. Motion seconded by Wilma McCray. Motion carried (5-0).

D. Compliance Committee (Previous Board Action) – On Don’s request, Marge researched TMA Minutes from May 2006 to present. There is no record of a Compliance Review Committee being appointed. The present Board decided no action will be taken unless a problem presents itself. In the Fall, ARC Committee will discuss feasibility of establishing a fines schedule.

New Business:

A) TMA list of assets: Survey and Cost – Don asked how we can support a reserve fund without a list of TMA assets. Cathy Woolley advised that many assets are intangible, and reported that in 2006, TMA’s Property Insurance Company was provided with a list of assets, which included signs, light poles, landscaping, irrigation and electricity. TMA created a Reserve Fund to pay for items not insurable. All of this information is on the Declaration page of the Insurance Policy. Larry will address issue and report back to the Board.

B) Obtain copies and review all TMA contracts –

1) **Attorney** – Never had attorney contract. Not normal practice.
Don asked Larry to provide Board with letter itemizing our attorney’s services.

2) **Communications** –There is no contract.

Don distributed copies of following contracts to Board Members. It was noted Management contract is due for auto renewal unless action taken prior to expiration May 25, 2010.

Landscaping - TMA and Florida Lawnpros Inc., Dated Feb. 1, 2007
Terminable at any time on 30 days notice.

Management - TMA and Tara Golf & CC, Dated July 13, 2005, Auto renewal one year periods unless cancelled on 90 days prior notice of renewal date

Amended - “Term” and “Management Fee” replaced with:
Term - commence on 5/26/07 for 3 yrs, terminating 5/25/10,
-automatic one year extensions unless cancelled on
(blank) days notice. Mgmt. Fee - fees noted thru 5/25/10

5. Comcast - TMA and Comcast of West Florida, Inc. Bulk Installation and Services Agreement
Dated April 28, 2006
Term 8/1/06 ending 7/31/11, w/six mos. prior notice to begin negotiating renewal.
Amended on May 22, 2008

C) TMA Emergency Response – Don passed out a brochure on CERT (Community Emergency Response Team) asking Board members to review and advise if it should be addressed at a future meeting.

D) Schedule Regular Board Meetings – It was agreed to schedule only the next meeting date. Difficult to plan so far ahead.

E) Research prior Board Statements of Policy – Don asked marge to review TMA records and report, sometime in the future, on policies made by previous BOD’s, which we should be following.

9) Manager's Report: Larry reported on April & May's Financial Statements. We are under budget year to date by approximately \$41K as some items are still open. The biggest issue in Receivables is delinquencies. Receivables are approx. \$106K (\$53K from last year and \$53K this year). TMA has budgeted approximately \$30K for bad debts. The Finance Committee recommends possible steps to expedite delinquency collections/encourage start of payment. They are:

-Turn off Comcast Cable on long term delinquencies or leined properties. The Board directed Management to research this concept.

-Motion to Compel on older delinquencies - attorney declares and judge approves delinquency exists, to get bank to start foreclosure proceedings. Our attorney is reviewing files for ones best fit Motion to Compel. Fee \$400/\$500 per case.

-Small Claims Court – Management is investigating – will report back to BOD

-Hire Collection Agency - Management investigating - “ “ “

-New type agencies buy the delinquency – being researched by Finance Committee.
Will report results back to BOD.

Larry advised research is being done on credit cards and lock boxes to allow residents to make payments. Don stipulated that credit cards should involve no fee to TMA. With lock box, payment goes directly to the Bank, eliminating administrative involvement.

A motion to accept the April and May Financial Reports made by Ed porter, seconded by Bill Kett. Motion carried 5-0.

Per Larry, next year's budget is being prepared. All Committees should submit their proposed budget to him no later than August 21st.

10. Member comments from the floor: None

11. Director's comments: Wilma noted that the Comcast cable has been cut by unknown party causing loss of our access channels. Comcast has been instructed to find out who did it and to get it fixed.

12. Next Board of Directors meeting: September 22, 2009 @ 7:00 P.M. @ the Creek Wood Office.

Adjournment: The meeting was adjourned at 9:30 P.M.

Respectfully Submitted,

Marge Palacio, Secretary

Date