

**Minutes      FINAL VERSION**  
**Lansbrook Master Association Board of Directors' Meeting**  
**September 17, 2018**

**Lutheran Church of The Resurrection**  
**1555 Windmill Point Rd., Palm Harbor, FL 34685**

The Lansbrook Master Association Board of Directors' Meeting was called to order by Vice President Bruce Insana at 7:01 p.m. on September 17, 2018. Also attending from the Board were: Ms. Patty Hayes, Ms. Christine Stitzel, Mr. Jon Walek, Mr. Tom Denham, and Mr. Scott Tillesen. Other attendees included Ms. Rachel Mayer and Mr. Ed Anderson of First Services.

**Proof of Notice:** Meeting was properly noticed in accordance with Florida State Statute 720.

**Establish Quorum:** With six members in attendance, a quorum was established.

**Meeting Minutes:** Mr. Denham made a motion to accept the minutes of the July 16, 2018, Board of Directors' Meeting. Mr. Walek seconded the motion. The motion passed unanimously.

**Treasurer Report:**

Ms. Hayes presented an update of our financial condition. We are expected to come in on budget for the year. At this time, we have approximately 3.6 months of cash on hand. Budget meetings for 2019 will be scheduled soon.

**Campus Improvement Committee:**

Mr. Walek reported that three new members have been added to the committee which now has eight members. Mr. Walek outlined the committee's purpose which includes providing advice and assistance to the Board on common grounds. They will also assist the Board in the creation of a master and cohesive plan. Ultimately these actions are intended to maintain and improve property values. A meeting is being planned with for the Director of the University of Florida extension center to make a presentation to residents about Florida friendly plant selection and the services that her office can provide. Ms. Hayes recommended that the committee needs to develop a list of steps, actions, and timeframe for committee recommendations.

**Property Management Company Report:**

Mr. Anderson reported that sidewalk and walking path repair projects have been completed. Additional sand has been ordered for commons park. Bids are being obtained for parking lot repairs at commons park. About six to eight pine trees are dying each month due to age. Hardwood pruning estimates are being sought. The S3 water intake on Lake Tarpon at Myrtle Point needs to be repaired. Mr. Anderson will be doing an analysis of the maintenance costs to maintain the aging Kubota vehicle.

**Homeowner Attendee Discussions:**

A resident of Northfield advised that trees are not being maintained and that signage for meetings is not being posted there. Ms. Meyer will address the signage. Mr. Anderson advised that hardwood pruning is being scheduled for the December/January timeframe.

A resident mentioned that a cross walk is needed at one of the streets near the park. It was recommended that neighbors use the county "ClickFix" website to report this.

It was reported that some years ago Duke Energy installed a test example of a more modern street light, with the idea that a full conversion would follow. Mr. Anderson advised that he would contact Duke about the status of this project.

Fast drivers in the neighborhoods is of concern. It was recommended that neighbors report these incidents to the Pinellas County Sheriff's Office.

It was reported that the streets in the Devonshire neighborhood were in bad shape. It was recommended that neighbors use the county "ClickFix" website to report this.

It was reported that there is sod growing into a parking space at the Lakefront park as well as some flooding in the playground area. Mr. Anderson was asked to look into these issues.

There is a report that the sidewalk near a culvert crossing on Lake Front drive might be sinking. It was recommended that neighbors use the county "ClickFix" website to report this.

**Audit and Tax Preparation Proposal:**

- Ms. Hayes made a motion to accept the proposed contract by Bashor & Legendre, LLP certified public accounts, to prepare an audit and tax filings for the year ending December 31, 2018, for \$5,600. Ms. Stitzel seconded the motion. The motion passed unanimously.

**Projects Proposed:**

- A recommendation was made by Mr. Anderson to contract with Southeast Spreading Services to install pine straw and American Mulch to install mulch. Mr. Denham made a motion to authorize contracts not to exceed a total of \$25,000. Ms. Hayes seconded the motion. The motion passed unanimously.

The timing of the bi-monthly Master Association meetings was discussed and it was generally agreed to return to a schedule of meeting on the fourth Monday, every other month.

Mr. Denham made a motion to adjourn the meeting. Mr. Walek seconded the motion. The motion passed unanimously and the meeting was adjourned at 8.29 p.m.

Respectfully submitted by:  
Scott Tillesen  
Secretary  
Lansbrook Master Association