

**Minutes DRAFT VERSION**  
**Lansbrook Master Association, Inc. Organizational Meeting**  
**January 28, 2019**

**East Lake United Methodist Church**  
**2801 East Lake Road South, Palm Harbor, FL 34685**

The Lansbrook Master Association, Inc. Board of Directors Meeting was called to order by President Jim Donnelly at 7:05 p.m. on January 28, 2019. Also attending from the Board were: Mr. Bruce Insana, Mr. Ron Schultz, Mr. Scott Tillesen, Mr. Tom Denham. And Mr. Rob Anderson. Other attendees included Ms. Susan Dowswell, Ms. Rachel Mayer, and Mr. Ed Anderson of First Services. Several homeowners also attended.

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

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

**Residents in attendance:** about 20, including Board members and guests.

**Meeting Minutes:** Mr. Schultz made a motion to accept the minutes from the organizational meeting held after the last annual meeting held on November 26, 2018, as presented. Mr. Insana seconded the motion. The motion passed unanimously.

**Guest Speakers:**

East Lake Library provided information about recent grant and services available  
Pinellas County Utilities provided information on current condition of gravity fed sewer lines

**Officer Reports:**

**President:**

Mr. Donnelly was named President at last meeting. He has already held several one-on-one meetings with Ms. Mayer and Mr. Anderson. Board member Jon Walek has resigned, a replacement is needed to fill his vacancy. Welcomed Ms. Susan Dowswell as our new Community Association Manager. 2019 Insurance renewal jumped by 10%, declared board will be going out for bid for 2020 insurance policy. Desires board to review Schedule of Authorization, last time it was re-addressed was Nov 2015.

**VP:** nothing to report

**Treasurer:**

Revenue for the 12 months ended December 31, 2018 was \$937,996. This amount was favorable versus budget in the amount of \$2,980 largely due to interest income and gate key revenue that wasn't budgeted.

Cash expenses for the same 12 month period were \$772,694. This amount was favorable versus budget in the amount of \$83,926 largely due to underspending in the budgeted plants and sod category, as well as, less spent on staff medical insurance than was budgeted.

During the year, \$79,821 was contributed to the operating reserves. This amount was \$1,425 higher than budget as a result of interest income received on previous reserve fund balances.

The operating fund cash balance at 12/31/2018 was \$362,736. This amount represents and accumulation over the history of the Association and is 4.2 times greater than the average monthly cash needs reflected in our 2019 budget.

The Reserve Fund cash balance at 12/31/2018 was \$150,822. The Reserve Fund purpose is to address the expected future replacement of our physical assets and equipment. The adequacy of this balance is determined when compared to a study of the estimated remaining life of those assets. This study will be updated in the coming months with the help of an outside firm that specializes in these evaluations.

**Secretary:** nothing to report

## **Maintenance/Management Report**

### **Campus Improvement Committee**

Jon Walek resigned, committee seeking new leadership. Working with Doris Heitzman of County Extension Services to inform RFP for Front Entrance Bids. Need site plan and architectural renderings. Evaluate and assess existing vegetation. Clean Slate Master Plan.

### **Member Comments- Limit to Three Minutes**

Three questions from audience in attendance

### **Old Business**

#### **Front Entrance**

RFP for Front Entrance Bids must include additional language to include Florida Friendly landscaping. Not starting over, we're shifting directions.

### **New Business**

#### **Additional Bank Account**

Funds in the operating account currently exceed FDIC protection limit, and requires an additional account to be opened to limit liability. Mr. Tillesen made a motion to authorize the association to open another operating account to allow funds over the FDIC insured limit in the existing account to be transferred into the new account to limit the association's liability. Mr. Schultz seconded the motion. The motion passed unanimously.

#### **PCard –Limit**

Mr. Insana made a motion to establish a PCard for Ed Anderson to use for necessary association purchases with a \$5,000 limit. Mr. Tillesen seconded the motion. The motion passed unanimously.

#### **Fill Vacant Board Seat**

Jon Walek resigned, no nominations put forth. Board will continue to search for a replacement.

#### **Parks access controls**

Mr. Anderson has observed on multiple occasions suspected non-residents using facilities in both the Commons and Lakefront Park. He queried other board members as to their interest in exploring possible solutions to ensure park facilities are not accessible to non-residents. The board agreed further exploration is advisable.

**Meeting Adjourn:** Mr. Insana made a motion to adjourn the meeting. Mr. Schultz seconded the motion. The motion passed unanimously, and the meeting was adjourned at 8:29 p.m.

*Respectfully submitted by:*  
*Tom Denham III*  
*Secretary*  
*Lansbrook Master Association, Inc.*