

Minutes FINAL VERSION
Lansbrook Master Association, Inc. Special Board of Directors Meeting
July 22, 2019

East Lake Community Library
4125 E. Lake Road S., Palm Harbor, FL 34685

The Lansbrook Master Association, Inc. Board of Directors Meeting was called to order by President Jim Donnelly at 6:00 p.m. on July 22, 2019. Also attending from the Board were: Mr. Bruce Insana, Mr. Scott Tillesen, Rob Anderson and Mr. Tom Denham. Mr. Ron Schultz attended via phone. Other attendees included Ms. Susan Dowswell, Ms. Rachel Mayer and Mr. Ed Anderson of FirstService Residentail. Several homeowners also attended.

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

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

Residents in attendance: Approximately 35, including Board members.

Special Guest: Juniper Bay Entrance Sign design presentation by Kimber Davidson. Currently have the same oval signs as many of the other neighborhoods. The neighbors in Juniper Bay have been complaining to their HOA board. They are considering changing to a monument sign made of aluminum and stone that is not lighted. Mr. Insana stated that a change of this type would require LMA's ARC approval. It was suggested the Juniper Bay's board hold a vote to approve a sign design to submit to the LMA's ARC.

Meeting Minutes: Mr. Tilleson made a motion to accept the minutes from the May 20th, 2019 Board meeting, as presented. Mr. Insana seconded the motion. The motion passed unanimously.

Mr. Tilleson made a motion to accept the minutes from the May 20th, 2019 Special Meeting Board of Directors Meeting as presented. Mr. Insana seconded the motion. The motion passed unanimously.

Officer Reports:

President:

Mr. Donnelly waived his report.

Treasurer:

Mr. Tilleson stated Revenue for the six months ended June 30, 2019, was \$520,504. This amount was favorable versus budget in the amount of \$502 largely due to interest income that wasn't budgeted.

Cash expenses for the same six month period were \$407,927. This amount was favorable versus budget in the amount of \$112,075 largely due to underspending in the budgeted plants and sod, mulch, and landscaping categories.

During the first six months of the year, \$39,907 was transferred to the reserves. This amount was \$709 higher than budget as a result of interest income received on reserve fund balances.

We have established two new bank account, one for operating fund and one for reserve funds. This was done to generate additional interest income as well as assure that our fund balances are within the limits protected by the FDIC.

The operating fund cash balance on June 30 was \$438,086. This amount represents and accumulation over the history of the Association and is 5.0 times greater than the average monthly cash needs reflected in our 2019 budget.

The Reserve Fund cash balance on June 30 was \$140,187. The Reserve Fund purpose is to address the expected future replacement of our physical assets and equipment.

Secretary:

No report

CIC:

Mr. Anderson reported the CIC met earlier this month where they discussed landscaping, lighting and security, as well as the Phase 1 of the Entrance project which began July 1st. The committee has expressed interest in moving forward onto Phase 2. They also discussed the Main Lansbrook Sign at Front Entrance and are interested in exploring the possibilities of an update or refurbishment.

Management:

Ms. Dowswell directed the board to the detailed information included in the Monthly Management Report and advised that no other comments were necessary.

Maintenance:

Mr. Ed Anderson waived his report due to the large number of items on the agenda he would be reporting on later. He did say the golf cart is working great, saving us and our team fuel and time.

Unfinished Business:

a. LMA Landscape Project Phase I Update

Mr. Ed Anderson states the project is now underway, they are updating the landscape lighting and the irrigation needs to be updated for the new and different types of plants. These are both being done as they plant so the planting should resume this week when those updates are finished. Mr. Anderson states the project is probably slightly less than halfway completed and guesses the completion of Phase I is approximately six weeks out. Mr. Anderson stated that he and the lead landscape designer inspected the placement of the palm at the front entrance and determined the placement does not in fact need to be changed because the palm will not grow to a height that will interfere with the power lines above.

b. Reclaim Water Pipe Project

Mr. Ed Anderson states the crew has successfully found the valve and the pipe that need to be connected to get off of reclaimed water. It has been discovered that they are two different sizes. The crew plans has secured the necessary adapters to join the two and will be completed shortly.

Mr. Donnelly added the board and maintenance crew has been working on this for months, ever since the purple pipe showed up. When this project is done, the purple pipe goes away. LMA's current reclaimed water bill is approximately \$2500 and the resource is county controlled, meaning they can (and often do) turn off the water and we simply don't get any water. The county has named Lansbrook a "reclaimed waterhog." Once completed, Phase I Landscaping plants can

extend all the way to first break in front of Fallbrook because we will have the water necessary to insure success.

New Business:

a. Berisford Berm

- i. Warranty hedge replacement
- ii. Water truck and installation of drip line

Mr. Ed Anderson stated the 96 red flags along the Berisford berm along East Lake Road mark warranted plants going in at landscapers own expense using 15 gallon plants. We need to make sure they get water. Brightview has proposed to install drip lines so they have the last and grow. Mr. Anderson also recommends also to have a water truck to help as a backup. Water truck would water everyday for 30 days. The drip irrigation water lines can go in at the same time as the plants. Bradley is busy doing other duties and it is too large of a project for us to do the irrigation in house. This project is imminent.

Motion by Mr. Tillesen: Authorize expenditure of \$4200 for a water truck to water the new FREE warranted plants and \$3400 for new drip irrigation system installment by Brightview for a total of \$7600 to cover the costs of the water truck and irrigation installation. Motion seconded by Mr. Insana. The motion passed unanimously.

b. Paving

- i. Commons Park Parking Lot

Suffering from pot holes and breaking apart. Original estimate to do just this project was between \$23,000 to \$39,000.

- ii. Lakefront Park Walking Path

The sections of the walking path that haven't yet been re-paved is dangerous. Roots are cropping through and it is a safety issue. The re-pavement was slated and approved by the previous board to do as three phase project. First phase has been completed. Mr. Ed Anderson suggested the board do the rest in one step instead of two as well as resurface the Commons parking lot at the same time. We will realize a little bit of savings without incurring the separate trip fees.

Mr. Anderson collected bids to pave the Commons Park and remainder of the walking path at Lake Front Park. They were:

Parking Lot Services \$65,506

Rose Paving \$83K

Paving America \$69,661

Mr. Tilleson stated the moneys available in reserves and Commons Park parking lot was planned for as a 2019 project and the walking path was originally set for 2018. Parking lines and paint is included for all but handicapped paint symbol which Mr. Anderson stated could be completed by Lansbrook staff.

Motion by Mr. Tillesen: Allow board to move into a contract with Parking Lot Services for an amount not to exceed \$65506 for the resurfacing of Commons Park and the walking path at Lake Front Park. Motion seconded by Mr. Insana. The motion passed unanimously.

c. LED street lights for Lansbrook Parkway

Mr. Donnelly stated switching to LED lighting would result in Killowat savings so our electricity costs would be lower however, the equipment is higher by around \$40 per month. This would include 63 street lights total from the front entrance to the park. Our current electricity bill is approximately \$2411/month. This is the direction that Duke Energy is moving and it is coming whether we like it or not. Duke is giving us the opportunity to be an early adopter of this technology. Robinwood has already changed their lights to LED and Aylesford is looking into the possibility as well. Members from both of those communities shared their experience and concerns regarding the brightness of the lights being troublesome to some neighbors. Mr. Donnelly stated Duke will come out and install shields on lights that are obtrusive but overall the lights are brighter and therefore safer than the old technology we are using now.

Motion by Mr. Tillesen: Enter contract with Duke Energy to switch to LED streetlights along Lansbrook Parkway including 63 street lights total from the front entrance to the park. Motion seconded by Mr. Insana. The motion passed 5-1.

d. Ratify \$9K expenditure for pipe tie-in

The particulars of this were discussed earlier during old business. Mr. Donnelly stated this would only affect LMA's reclaimed water irrigation system and not change any neighborhoods who currently utilize reclaimed water for their properties.

Motion by Mr. Insana: Approve an expenditure not to exceed \$9,000 to successfully tie into existing water pipes, therefore removing the LMA from utilizing the county's reclaimed water to irrigate LMA's landscaping. Seconded by Mr. Tillesen. The motion passed unanimously.

e. ARC / NDRC

Mr. Donnelly stated the earlier proposal from Juniper Bay regarding their entrance sign warrants the reformation of the ARC Committee. Currently Mr. Insana is the only member.

Motion by Mr. Denham: Mr. Donnelly and Mr. Rob Anderson be added to the ARC so the committee has at least three members. Seconded by Mr. Schultz. The motion passed unanimously.

Mr. Denham stated that the NRDC never disbanded. They are simply poised to take the next necessary step in the process. He stated in 2016/2017 they recommended approval of the division of Sunset into 5 individual lots with single-family homes in the \$750,000 to \$1 Million dollar range. That gave the property owner permission to go forward with subdividing the parcels officially with Pinellas County. The NRDC will still be fully immersed in the process of future planning for the additional details and esthetics that were premature to discuss during the initial planning phases up to this point. Mr. Schultz stated he has reached out to the property's owner to reopen lines of communication now that it appears they are approaching completion of the approved division of parcels process with Pinellas County. Mr. Denham and Mr. Schultz are both NRDC members.

f. Lansbrook Website

Ms. Dowswell indicated our contract to maintain the 5 or 6 domain names for the Lansbrook.com website was recently renewed. She also stated the website is up to date with the most recent approved BOD Meeting minutes and new board members. Mr. Tillesen is assisting Ms. Dowswell with how the website works and the two have plans to

switch some things around. I.e.: Board Members are currently on the left and it is preferred to make the full time staff like Ed and Susan more prominent so residents reach out to them first and to minimize the volunteer board members being contacted for day to day residents' needs. Mr. Tillesen stated he is willing to take the lead on the redesign and the responsibility of updating our site on a regular basis.

9. Board Comments

Mr. Rob Anderson believes that the camera feeds at Commons Park and Lake Front Park should be more accessible and is concerned with the bathrooms being secure. There was open discussion regarding expensive security measures being easily avoided with a simple prop to keep the door open and thousands of extra key cards floating around for the existing system. Board recommended the CIC take security on as a topic of discussion.

10. Member Comments

Ten members made comments on a range of various topics and board members addressed their questions.

11. Adjournment

Motion by Mr. Insana: Adjournment. Seconded by Mr. Rob Anderson. Motion passed unanimously.

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