

Minutes FINAL VERSION
Lansbrook Master Association Board of Directors' Meeting
March 26, 2018

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

The Lansbrook Master Association Board of Directors' Meeting was called to order by President Ron Schultz at 7:00 p.m. on March 26, 2018. Also attending from the Board in person were: Mr. Bruce Insana, Ms. Christine Stitzel, Mr. Jon Walek, Ms. Patty Hayes, and Mr. Scott Tillesen. Mr. Tom Denham attended telephonically. Other attendees included Mr. Robert Smith 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: Ms. Stitzel made a motion to accept the minutes of the January 22, 2018, Board of Directors' Meeting. Mr. Insana seconded the motion. The motion passed unanimously.

President's Report:

Mr. Schultz advised he had recently walked the Lakefront area and that it looked good. However, some of the paths are bumpy and need to be addressed — to which Mr. Anderson proposed repairs. A correction is needed to some of the playground equipment to fix a water collection problem one of the slides — to which Mr. Anderson advised that the contractor will be addressing this issue. Mr. Schultz advised that Village Center Drive will be closed possibly in April for up to two weeks due to repairs to the road in two sections. Mr. Schultz welcomed and introduced Mr. Smith as our new Association Manager. Mr Schultz suggested that there might be a possible site for a fenced dog area at the Commons park behind the soccer goal on the North side where it is partially fenced already. He asked the Directors to visit the location and be prepared to discuss further at the next meeting.

Treasurer Report:

Ms. Hayes presented an update of our financial condition. At this point we are well within our budget for the year, but it was noted that our expenses are somewhat seasonal. It is our target to have 2.5 to 2.8 months of operating expense in cash, at this time we have approximately 3.4 months of cash on hand.

Secretary Report:

Mr. Tillesen advised that he is working toward having Association documents and meeting minutes stored on the website operated by the Association. At this time they are partially stored on the Association website and on a website operated by First Services. An attendee mentioned some meeting minutes that weren't readily available — Mr. Tillesen agreed to look into that issue.

Community Manager Report:

Mr. Smith advised that quotes are being gathered to replace existing interior and exterior lighting in the work area, Commons Park, and Lakefront with LED lights.

Mr. Smith advised that an evaluation of how we obtain fuel is underway. There are two tanks that have been dormant for several years at our work area. An evaluation is needed to determine if they could be put back in use. Currently, the staff obtains regular and diesel gas in small containers from retail stations.

Mr. Smith agreed to look into have LED lights provided by Duke Energy to replace existing roadway lighting. His experience indicated that there is little or no ROI associated with the expense of this conversion.

Mr. Walek Report:

Mr. Walek advised he will be attending a “Florida Friendly” seminar soon to better understand the selection of the right plants, at the right time, with available irrigation for our entrance and roadway landscaping. The age of many of our plants suggest that they are nearing the end of life. He hopes to resurrect a Campus Improvement Committee with broader neighborhood representation with an objective of having an overall Florida Friendly planting, mulching, and irrigation plan in place.

Campus Services Report:

Mr. Anderson advised that several annual maintenance projects need to be kept in mind. These include annual hardwood tree pruning (estimated cost \$24,495 from Brightview landscaping), annual Pine Straw installation (estimated cost \$10,292 from S.E. Spreading Service), and annual mulch installation (estimated cost \$14,572.) As these wouldn't be taking place until later in the year, there was consensus that approval of these as projects should occur at a later date.

An attendee asked about a malfunctioning water fountain at the Lakefront — which Mr. Anderson said would be addressed.

Picnic tables at the Lakefront which were made out of a composite material have aged and sagged. The surfaces on those tables is now being replaced by First Services staff with pressure treated lumber.

Projects:

- A recommendation was made by Mr. Anderson to hire the Brightview landscaping firm to do annual Palm Tree pruning. Mr. Tillesen made a motion to authorize the work at a cost not to exceed \$7,610. Mr. Insana seconded the motion. The motion passed unanimously.
- A recommendation was made by Mr. Anderson to hire the Brightview firm to remove dead pine trees along East Lake road. Mr. Insana made a motion to authorize a contract at a cost not to exceed \$7,000. Ms. Hayes seconded the motion. The motion passed unanimously.
- A recommendation was made by Mr. Anderson to renew the Toro NSN watering control license. Ms. Insana made a motion to authorize the purchase of the license at a cost not to exceed \$2,369. Mr. Denham seconded the motion. The motion passed unanimously.
- A recommendation was made by Mr. Anderson to hire the Rose Paving company to repair a section of the Lakefront walking path that has cracked and raised due to ground settling and tree roots. No permits would be needed. Ms. Hayes made a motion to authorize a contract at a cost not to exceed \$14,220 - contingent on confirmation that money is available in the reserve budget. [This was confirmed by Ms. Hayes via email following the meeting.] Mr. Insana seconded the motion. The motion passed unanimously.

The next meeting of the Lansbrook Master Association Board of Directors is scheduled for Monday, May 14, 2018 at 7:00 p.m.

Mr. Insana made a motion to adjourn the meeting. Mr. Tillesen seconded the motion. The motion passed unanimously and the meeting was adjourned at 8:15 p.m.

Respectfully submitted by:
Scott Tillesen
Secretary
Lansbrook Master Association