



**Lansbrook Master Association, Inc.  
Board of Directors Meeting  
Held in virtual / telephonic format via internet based Zoom tool**

**January 25, 2021**

The Lansbrook Master Association, Inc. ("LMA") Board of Directors meeting was called to order by Brian Thiel at 7:01 PM. Also attending were Board members Ken Kunsman, Tom Lango, Ron Schultz, Todd Christofferson, and Scott Tillesen. Jennifer Martinez was initially absent. A quorum was present. Attending from FirstService Residential was Jim McEleney. Ed Anderson from the Lansbrook staff attended as did over a dozen homeowners.

Brian Thiel advised that Proof of Notice of the meeting was properly provided.

**MOTION:** A motion was made by Ron Schultz and seconded by Tom Lango to accept the minutes as presented for the December 28, 2020, regular meeting of the Board. The motion passed unanimously.

Treasurer Tom Lango reported that the December 31, 2020, operating cash balance was \$438,482. This represented a decline of \$62,577 from the prior month, primarily due to expenditures for pine straw, sod at the Commons Park and tree trimming. The reserve cash balance was \$254,529, a decrease of \$7,700 from the prior month. About \$80,000 was contributed to reserves in 2020, in line with the budget. There are several large projects earmarked at \$170,000 that, if undertaken, would reduce the reserves. For the month of December, income of \$86,804 was in line with the budget was some small favorable variances in key cards offsetting unfavorable variances to budgeted interest. Full year revenue of \$1,048,140 was approximately \$4,800 over budget. Total operating expenses for the month were \$161,944 against a budget of \$80,255. \$79,000 of this \$81,000 variance was in expected costs of tree trimming, plants, sod, mulch and irrigation work. For the full year, operating expenses were favorable against budget by \$158,481. Overall, the full year 2020 income statement had a positive variance to budget of \$163,101. Tom Lango advised that the CPA firm Bashour and Legendre had been retained to audit the 2020 financial statements for \$5,500 and prepare the 2020 tax return for \$295. **MOTION:** A motion was made by Ken Kunsman and seconded by Ron Schultz to accept the Treasurer's report submitted by Tom Lango. The motion passed unanimously.

Property Manager Jim McEleney reported on his activities and those of FirstService Residential, in particular he noted that there was a recovery in December of a sizable insurance payment that had been erroneously duplicated.

Director of Campus Services Ed Anderson reported that there have been a particularly high number of irrigation repair issues in January. He also reported that contracted Oak Tree trimming is now complete as is lighting replacement at the Lakefront Park Pavilion.

**MOTION:** A motion was made by Tom Lango and seconded by Ken Kunsman to approve the issuance of credit cards with an aggregate credit line of \$5,000 for use by the LMA Director of Campus Services and by the LMA President. The motion passed unanimously.

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**MOTION:** A motion was made by Brian Thiel and seconded by Todd Christofferson to approve the contracting with Redtree for the removal and replacement of oak trees not to exceed \$22,000. The motion passed unanimously.

**MOTION:** A motion was made by Scott Tillesen and seconded by Ron Schultz to approve the sale of a 2016 Chevrolet Colorado pick-up truck for an amount equal to or greater than \$14,000. The motion passed unanimously.

**MOTION:** A motion was made by Scott Tillesen and seconded by Todd Christofferson to accept the terms and conditions as written and presented in the document titled "Corporate Depository Resolution" from Sterling National Bank in order to designate President Brian Thiel, Treasurer Tom Lango, FirstServices Residential Agent Mark Stoops and FirstServices Residential Agent Maureen Connolly as designated signors on our account. The motion passed unanimously. See Exhibit 1.

**MOTION:** A motion was made by Scott Tillesen and seconded by Ron Schultz to accept the terms and conditions as written and presented in the document titled "Association Resolution" from Bank United in order to designate President Brian Thiel, Treasurer Tom Lango, FirstServices Residential Agent Mark Stoops and FirstServices Residential Agent Maureen Connolly as designated signors on our account. The motion passed unanimously. See Exhibit 2.

**MOTION:** A motion was made by Scott Tillesen and seconded by Ron Schultz to accept the terms and conditions as written and presented in the document from Axos Bank in order to designate President Brian Thiel, Treasurer Tom Lango, FirstServices Residential Agent Mark Stoops and FirstServices Residential Agent Maureen Connolly as designated signors on our account. The motion passed unanimously. See Exhibit 3.

**MOTION:** A motion was made by Scott Tillesen and seconded by Ron Schultz to accept the terms and conditions as written and presented in the document titled "Corporate Banking Resolution" from Valley National Bank in order to designate President Brian Thiel, Treasurer Tom Lango, FirstServices Residential Agent Mark Stoops and FirstServices Residential Agent Maureen Connolly as designated signors on our account. The motion passed unanimously. See Exhibit 4.

Social Committee representative Jamie Toth reported that the East Lake High School Band, for a number of reasons, will not be able to perform at the Lakefront Park as expected. She presented ideas for a craft event and additional fun runs.

**MOTION:** A motion was made by Ken Kunsman and seconded by Todd Christofferson to authorize the Social Committee to organize 5K fun runs for no fees and at their discretion. The motion passed unanimously.

**MOTION:** A motion was made by Ken Kunsman and seconded by Ron Schultz to authorize the Social Committee to spend up to \$250 on a Craft Event with suitable insurance to be obtained by the LMA to cover the event. The motion passed unanimously.



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Jennifer Martinez joined the meeting.

**MOTION:** A motion was made by Ron Schultz and seconded by Tom Lango to adjourn the meeting at 7:57PM. The motion passed unanimously.

*Respectfully submitted,*  
Scott Tillesen  
Secretary  
Lansbrook Master Association, Inc.

Approved:

By:   
Brian Thiel, President

Date: 2/23/2021



LMA  
BOARD OF DIRECTORS  
JAN 25, 2021  
EXHIBIT 1

**CORPORATE DEPOSITORY RESOLUTION**

I certify that I am a corporate officer of Lansbrook Master Association, Inc., a corporation in good standing and validly existing under the laws of Florida (the "Corporation"). The following is an accurate copy of resolutions adopted by the Corporation's board of directors at a meeting properly called and held on . . . , at which a quorum was present. Such resolutions have not been amended or revoked, and they do not conflict with any provision of the Corporation's articles of incorporation, bylaws, or any other document by which the Corporation is bound:

RESOLVED, that **Sterling National Bank** (the "Bank") is designated a depository of funds for the Corporation;

RESOLVED, that any prior resolutions designating Bank as a depository of funds are superseded by these resolutions adopted today;

RESOLVED, that the Corporation agrees to be bound by the Bank's Deposit Account Agreement for each account permitted by these resolutions;

RESOLVED, that the Bank is authorized to honor, pay, and charge the Corporation's account(s) for any item purporting to have been signed on behalf of the Corporation with a pdf, facsimile or other electronic signature that resembles a specimen the Corporation has certified to the Bank, no matter by whom or by what means the actual or purported signature may have been made;

RESOLVED, that the persons named below, whose manual, pdf, facsimile or other electronic signatures are provided next to their respective names, are authorized:

- a) To open any deposit account(s) in the name of the Corporation;
- b) To sign and authorize checks, drafts, withdrawal slips, and any other orders for the payment of money, whether by paper, electronic, or other means, even if payable to the signer or used to discharge or reduce any obligation of the signer;
- c) To enter into a written lease for the purpose of renting, maintaining, accessing and terminating a safe deposit box in the Bank;
- d) To borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness (even if used to discharge or reduce any obligation of the signer) and grant or pledge security interests from the Corporation to the Bank; and
- e) Enter into cash management agreements, online banking agreements, or such other agreements of any kind relating to any services offered by the Bank.

The Bank has no duty to inquire into any such action, even if the action benefits the signer individually;

RESOLVED, The Corporation ratifies all transactions purportedly done on its behalf with the Bank before the delivery of this resolution to the Bank. Any change(s) to these resolutions will take effect only after the Bank has received written certification of the change(s) and has had a reasonable time to verify and act on the change(s); and

RESOLVED, that the Secretary (or other authorized person) of the Corporation is directed to certify and deliver a copy of these resolutions to the Bank, the signature cards bearing the genuine signatures of the persons named below, and any other documents that the Bank requires.

**TAX IDENTIFICATION NUMBER:** 59-2948526

**AUTHORIZED SIGNERS.** The names and genuine signatures, manual, pdf, facsimile or other electronic form, of the authorized signers are as follows:

Any one signature is authorized to transact business in accordance with the above resolutions.



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BOARD OF  
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EXHIBIT 2  
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ASSOCIATION RESOLUTION

The undersigned, President \_\_\_\_\_ of Lansbrook Master Association, Inc.,  
an Association organized and existing under the laws of the State of FL, with its principal  
place of business located at 5025 Highpoint Drive Palm Harbor, FL 34685

(referred to herein as the "Association"), hereby certifies to BANKUNITED, N.A. (referred to herein as  
"BANK") that I am the duly elected and qualified officer of the Association, and that at a meeting of the  
Board of Directors of the Association duly called and held on \_\_\_\_\_, at which a quorum  
was present, the following resolutions were adopted and are now in full force and effect.

**RESOLVED, THAT BANK** be and is hereby designated a depository of this Association.

**FURTHER RESOLVED, THAT BANK** is authorized to open or cause to be opened one or more accounts  
with the Bank in the name of the Association, receive and accept any and all checks, drafts, notes, orders or  
other instruments for the payment of money payable to the Association, or to its order, when bearing the  
apparent endorsement of this Association, which endorsement, if any, may be in writing, by stamp, or  
otherwise affixed, with or without the designation or signature of any person purporting to be an officer,  
agent or authorized signer of this Association (collectively referred to herein as "Authorized Signer(s)").  
BANK may receive any and all such checks, drafts, notes, orders or other instruments for the payment of  
money, and BANK may conclusively assume, without inquiry, that all such deposits, and all withdrawals, of  
the proceeds thereof, represent the exclusive property of this Association, and this Association hereby  
ratifies, confirms, and approves any and all acts of BANK in receiving for deposit such checks, notes, drafts,  
or other instruments for the payment of money for deposit from this Association and permitting withdrawal  
of the proceeds thereof.

**FURTHER RESOLVED, THAT** any Authorized Signer(s) of this Association is hereby authorized to  
endorse the name of this Association on any and all checks, drafts, notes, orders or other instruments for the  
payment of money payable to the Association, which endorsement, if any, may be in writing, by stamp, by  
facsimile, or otherwise affixed with or without the designation or signature of any person purporting to be an  
Authorized Signer(s) of this Association, it being understood that all prior endorsements on such items are  
guaranteed by this Association, regardless of the lack of an express guarantee in the endorsement of this  
Association.

**FURTHER RESOLVED, THAT BANK** be and is hereby directed to honor, pay and charge to the accounts  
of this Association, without inquiry as to the circumstances of the issuance or application of the proceeds of  
checks, drafts, notes, orders or other instruments for the payment of money drawn against any accounts of  
this Association with BANK when signed, whether by signature or facsimile thereof, on behalf of the  
Association by any Authorized Signer(s), or their successors in office, even if payable to, endorsed or  
negotiated by or for the credit of any person signing such item or any other officer or agent of this  
Association when signed by any of the Authorized Signer(s) of this Association or such other person tendered  
in payment of such signer's individual obligation.

**FURTHER RESOLVED, THAT** any Authorized Signer(s) of this Association is authorized to enter into a  
written lease for the purpose of renting, maintaining, or accessing a safe deposit box with BANK, and is  
further authorized to terminate any said lease and surrendering any box leased to this Association by BANK.

**FURTHER RESOLVED, THAT** any Authorized Signer(s) of this Association is authorized to implement  
treasury management and other general banking services, including, but not limited to, online banking, wire  
transfer, cash management and electronic services, and to enter into agreements with BANK relating to such  
services.

**FURTHER RESOLVED, THAT** this Association acknowledges and agrees that BANK may furnish, at its discretion, automated access devices (i.e. ATM/debit cards, check cards, credit cards) to any Authorized Signer(s) of this Association to facilitate the powers authorized by this Resolution.

**FURTHER RESOLVED, THAT** this Association does hereby grant to BANK a continuing lien for the amount of any and all liabilities and obligations of the Association to BANK and claims of every nature and description of BANK against the Association whether now existing or hereafter incurred, upon any and all money, securities and any and all property of the Association and the proceeds thereof now or hereafter actually or constructively held or received by or in transit, in any manner to or from BANK, its correspondents or agents, from or for this Association, whether for safekeeping, custody, pledge, transmission, collection or otherwise coming into possession of BANK in any way or placed in any safe deposit box leased by BANK to the Association. BANK is also hereby granted a continuing lien and right of setoff for the amount of said liabilities and obligations upon any and all deposits and credits of the Association with, and any and all claims of this Association against BANK at any time existing and BANK is hereby authorized at any time or times without notice to apply such deposits or credits or any part thereof to such liabilities or obligations and in such amounts as BANK may elect although such liabilities or obligations may be contingent or unmatured and whether any collateral therefor is deemed adequate or not.

**FURTHER RESOLVED, THAT** each of the foregoing Resolutions and the authority conferred thereby shall remain in full force and effect until revoked or modified by written notice actually received by BANK at its office where the account of the Association is maintained and signed by one purporting to be the President of the Association. The Secretary, Assistant Secretary or any other officer of this Association be and is authorized and directed to furnish BANK with a certified copy of these resolutions, the names and specimen signatures of the person(s) named herein, and such persons from time to time holding the positions named herein.

**FURTHER RESOLVED, THAT** this Association agrees to be bound by all rules and regulations set forth in BANK'S applicable disclosure statements, agreements and schedules of fees, as same may be amended from time to time, or other agreement received by this Association from BANK with the same force and effect as if each and every term thereof were set forth in full herein and made a part hereof.

**FURTHER RESOLVED, THAT** this Association agrees to indemnify and hold BANK and its officers, directors, employees, parents, subsidiaries, affiliates and their respective successors and assigns harmless from and against any and all claims, demands, losses, charges, expenses, legal fees, costs and liabilities of whatever kind or description, and lawsuits or legal proceedings, including, without limitation, fees and disbursements of legal counsel incurred by BANK in any action or proceeding, without regard to the merit or lack of merit thereof, arising out of or related in any way to the matters set forth in this Resolution.

**FURTHER RESOLVED, THAT** simultaneously herewith and incorporated herein by reference, Association has entered into a Real Estate Managing Agent Authorization with FirstService Residential FL Inc. and that BANK is authorized to rely on instructions from the Managing Agent as to any change in Authorized Signer(s) for accounts opened by the Association.

**FURTHER RESOLVED, THAT** BANK is authorized to deduct from the accounts of this Association any and all applicable and then current fees and charges for any and all services rendered to this Association by BANK.



EXHIBIT 2  
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I further certify that the following are the names and titles of the Authorized Signer(s) and that each presently holds the title or designation indicated and has full authority for all acts noted herein.

<u>Name</u>	<u>Title</u>
Brian Thiel	President
Thomas Lango	Treasurer
Mark Stoops	FSR Agent
Maureen Connolly	FSR Agent
_____	_____
_____	_____

I further certify that the Board of Directors of the Association has, and at the time of adoption of this Resolution had, full power and authority to adopt the foregoing Resolutions and to confer the powers granted herein and that there is no provision in the charter or by-laws of this Association limiting the power of the Board of Directors to pass the foregoing resolutions and that the same are in conformity with the provision of said charter and by-laws.

IN WITNESS WHEREOF, I have subscribed my name as Brian Thiel of the Association and affixed the seal of said Association hereto this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and I do further acknowledge on behalf of the Association that the foregoing resolutions constitute an agreement by the Association with BANK in respect to the matters set forth herein.

\_\_\_\_\_  
Signature  
Brian Thiel  
\_\_\_\_\_  
Name  
President  
\_\_\_\_\_  
Title



LMA  
BOARD OF DIRECTORS  
JAN 25, 2021  
EXHIBIT 3

Lansbrook Master Association, Inc. (Association Name)

I, Brian Thiel President (SECRETARY), do hereby certify that I am the Secretary of Lansbrook Master Association, Inc. (ASSOCIATION NAME) an incorporated Association of the state Florida (STATE OR FEDERAL ENTITY OF ORGANIZATION) Federal Tax I.D. Number 59-2948526 (TAX IDENTIFICATION NUMBER), and that the following is a true, complete and correct copy of resolutions duly adopted by the Board of Directors of this association as of .. (DATE), and that said resolutions are in full force and effect and have not been rescinded or modified.

RESOLVED, that Axos Bank is hereby designated as a depository for the funds of this Association and any officer or other person name below is hereby authorized to open or cause to be opened an account or accounts on behalf of and in the name of this Association with the Bank according to the Bank's "Terms and Conditions of Deposit Accounts" and any modifications or amendments thereto, and to execute and enter into any other agreement with the Bank for the deposit, withdrawal or transfer of any funds from or to said account(s).

RESOLVED FURTHER, that any officer or person hereinafter named is hereby authorized for and on behalf of this Association to endorse in the name of this Association and to cash, negotiate or deposit in such account(s) any money, checks, drafts, orders, notes and any other instruments for the payment of money held by or payable to Association.

RESOLVED FURTHER, that any checks, drafts, orders or any other withdrawal order including any withdrawal and/or transfer of funds requested to be made by electronic or similar means and any and all other directions and instructions of any character with respect to funds of this Association with the Bank (each of the above is individually and collectively referred to as the "Item") may be signed or initiated without signature by any one of the following or by any person purporting to be authorized by and one of the following:

NAME: Brian Thiel TITLE: President SIGNATURE: \_\_\_\_\_

NAME: Thomas Lango TITLE: Treasurer SIGNATURE: \_\_\_\_\_

NAME: Mark Stoops TITLE: FSR Agent SIGNATURE: [Signature]

NAME: Maureen Connolly TITLE: FSR Agent SIGNATURE: [Signature]

And the Bank is hereby fully authorized to pay and charge to any such account(s) of this corporation any Item, so signed or initiated, including those payable to the individual order of the person signing them or to the Bank or to any other person or corporation, which are applied in payment of any indebtedness owing to the Bank from the person or persons who signed same.

I FURTHER CERTIFY that the Board of Directors of the Association has full power and lawful authority to adopt the foregoing resolutions and to confer the powers therein granted to the persons names.

IN WITNESS WHEREOF, I have hereunto subscribed my name this \_\_\_\_\_ (DATE).

\_\_\_\_\_  
(SECRETARY SIGNATURE)  
President



LMA  
BOARD OF DIRECTORS  
JAN 25, 2021  
EXHIBIT 4



### Corporate Banking Resolution HOA Accounts

Branch: 256 PGA  
11811 US HWY One, suite 100  
NPB, FL 33408-0000  
Phone: 561-840-7751 Fax: 561-624-6894

Bank Representative: \_\_\_\_\_  
Signature

Account Title: Lansbrook Master Association, Inc.

Account Number: \_\_\_\_\_

I, the undersigned representative of the corporation named above, HEREBY CERTIFY that the Corporation is organized and existing under and by virtue of the laws of the state of Florida as a non-profit corporation with its principal office at: 2950 North 28th Terrace Hollywood, FL 33020

I FURTHER CERTIFY that at a meeting of the Board of Directors of the Corporation duly and regularly called and held on \_\_\_\_\_, at which a quorum was present and voting, the following resolutions were adopted:

**RESOLVED**, that Valley National Bank, herein after referred to as "Bank," at any one or more of its offices or branches, be and it hereby is designated as a depository for the funds of this Corporation, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies bearing the following appropriate number of signatures: Any 1 of the named officers, employees, or agents of this Corporation, whose actual signatures are shown on the Bank's signature card and that the Bank shall be and is authorized to honor and pay the same whether or not they are payable to bearer or to the individual order of any Agent or Agents signing the same.

**FURTHER RESOLVED**, that the Bank is hereby directed to accept and pay without further inquiry any item drawn against any of the Corporation's accounts with the Bank bearing the signature or signatures of Agents, as authorized on the Bank's signature card or otherwise, even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and the Bank shall not be required or be under any obligation to inquire as to the circumstances of the issuance or use of any item signed in accordance with the resolutions contained herein, or the application or disposition of such item or the proceeds of the item.

**FURTHER RESOLVED**, that any one of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by this Corporation for deposit with the Bank, or for collection or discount by the Bank; and to accept drafts and other items payable at the Bank.

**FURTHER RESOLVED**, that the Agents named on the Bank's signature card are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the Corporation may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these Resolutions. The other agreements and other acts may not be contrary to the provisions contained in this Resolution.

**FURTHER RESOLVED**, that the authority hereby conferred upon the Agents named on the Bank's signature card shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the Bank at each location where an account is maintained. Bank shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution. Any such notice shall not affect any items in process at the time notice is given.

I FURTHER CERTIFY that the persons named on the Bank's signature card now stand of record on the books of the Corporation; that they are in full force and effect and have not been modified in any manner whatsoever.

CORPORATE SEAL:

CERTIFIED TO AND ATTESTED BY:

*One (1) signature required if President is signing the Resolution:*

\_\_\_\_\_ **Brian Thiel**  
President Print Name

OR

*Two (2) signatures required if Board Members other than the President are signing the Resolution:*

\_\_\_\_\_  
Board Member Print Name

\_\_\_\_\_  
Board Member Print Name