



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

October 26, 2020

The Lansbrook Master Association, Inc. ("LMA") Board of Directors meeting was called to order by Brian Thiel at 7:02 PM.

Attending the meeting initially were Board members Brian Thiel, Todd Christofferson, Tom Lango, Ron Schultz, and Scott Tillesen. A quorum was present. Attending from FirstService Residential was Rachel Mayer. About 15 residents were also in attendance.

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

Board member Ken Kunsman joined the meeting.

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

Treasurer Todd Christofferson reported that as of September 30, 2020, the LMA had an Operating Cash balance of \$518 thousand and a Reserve Cash balance of \$259 thousand. Income for the month of September, 2020, was \$87 thousand. Budgeted expense for the month was \$80 thousand, while actual expenses were \$50 thousand. **MOTION:** A motion was made by Ron Schultz and seconded by Tom Lango to accept the Treasurer's report. The motion passed unanimously.

FirstService Residential Regional Director Rachel Mayer indicated that Ryan Howard would be fully introduced to the LMA as the new Regional Director as soon as a Community Association Manager is hired to replaced the person who was assigned to the LMA account and then promptly quit. Rachel will be stepping in until the transition is complete.

Acting Director of Campus Maintenance Edward (Ed) Anderson reported that he is busy getting caught up obtaining quotes for projects, managing the activities of the team, working with contractors, and issuing gate cards. He advised that seasonal decorations will soon be put up at the main entrance.

President Brian Thiel provided an update on a number of projects and issues that he is tracking. He is working closely with Ed Anderson to identify and prioritize those projects. He mentioned that the contract to pressure wash the blue main entrance wall was issued, as was a contract to repair the Lansbrook words on that sign. A contract to repair a retaining wall at the Lakefront Park was issued and work is expected to begin soon. Brian also mention that the County agreed to install a sidewalk to allow crossing at the intersection of Lansbrook Parkway and Highpoint Drive. There was some indication that there might need for further inspection of the restroom roof at Lakefront Park for possible repair. Brian indicated that the first movie night held at the Lake Front Park by the Social Committee was a success with over 120 people in attendance.

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Board member Jennifer Martinez joined the meeting.

Ed Anderson discussed a type of grass named Celebration Bermudagrass that is known for its ability to endure playing field conditions. He suggested that if the Board desired to repair the soccer and volley ball fields, that this particular type of grass would both an improvement and a preferred option.

MOTION: A motion was made by Ken Kunsman and seconded by Tom Lango to authorize a contract with the firm Red Tree Landscape Services to install Celebration Bermudagrass in the Kiddie soccer field, the large soccer field, and the two volley ball courts. Installation of the grass in the large soccer field will take place 1/2 of the field at a time. Installation at the volley ball courts shall be one at a time. Total expenditure should not exceed \$70,000. The motion passed unanimously.

MOTION: A motion was made by Ken Kunsman and seconded by Ron Schultz to authorize a contract to South East Spreading Co. for Pine Straw mulch in an amount equal to the quote received of \$15,068.21 and a contract to American Mulch & Ground Cover LLC for mulch in an amount equal to the quote received of \$15,660.00. The motion passed unanimously.

MOTION: A motion was made by Scott Tillesen and seconded by Brian Thiel to authorize the trade in of the 2010 Kubota service vehicle on a similar new model Kubota at a net price not to exceed \$9,000. The motion passed unanimously.

MOTION: A motion was made by Ken Kunsman and seconded by Tom Lango to authorize the sale of one pick-up truck, the proceeds of which to be applied to the purchase of a new Club Car vehicle not to exceed a purchase price of \$12,400. The motion passed unanimously.

MOTION: A motion was made by Todd Christofferson and seconded by Tom Lango to authorize the renewal of insurance policies at a rate of \$39,000 with the addition of environmental insurance coverage at a cost of \$2,300. The motion passed unanimously.

MOTION: A motion was made by Brian Thiel and seconded by Ron Schultz to contract with the cleaning service Coverall for six day a week rest room and office cleaning at a cost of \$940 a month plus tax. The motion passed unanimously.

MOTION: On behalf of the Social Committee, a motion was made by Ken Kunsman and seconded by Todd Christofferson to approve a Thanksgiving Turkey Trot type event. No expenditures are requested. The motion passed unanimously.

MOTION: A motion was made by Ron Schultz and seconded by Scott Tillesen to contract with Red Tree Landscape Services to remove 11 distressed and/or dying oak trees in the median just beyond the four way stop East of the main entrance at a cost of \$5,000. The motion also authorizes a contract with Red tree for 12 replacement oak trees to be installed at a cost of \$9,000. The motion passed unanimously.

MOTION: A motion was made by Brian Thiel and seconded by Tom Lango to authorize the trimming of oak trees at a cost not to exceed \$100 per tree and a total cost not to exceed \$30,000. The trees to be trimmed will be identified by Ed Anderson. It is additionally motioned to authorize the trimming of palm trees at a cost not to exceed \$10,000. The motion passed unanimously.

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MOTION: A motion was made by Scott Tillesen and seconded by Ron Schultz to authorize a contract with the pressure washing company Get It Cleaned Tampa Bay to clean the sidewalks and basketball courts at commons park for an amount not to exceed \$3,300. This motion is contingent on the contractor presenting the appropriate proof of insurance. The motion passed by a majority, with members Brian Thiel and Ken Kunsman abstaining from the vote.

MOTION: A motion was made by Tom Lango and seconded by Todd Christofferson to adjourn the meeting at 8:58PM. The motion passed unanimously.

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

Approved:

By: 
Brian Thiel, President

Date: 11/27/2020