

# **CREEKSIDE PRESERVE HOMEOWNERS' ASSOCIATION, INC.**

*A Corporation Not-for-Profit*

**'UNAPPROVED'**

## **MINUTES OF THE BOARD OF DIRECTORS MEETING**

**November 9, 2017**

The Board of Directors meeting was held at 7:00 p.m. in the Faith Lutheran Church, 9008 US Hwy. 301 N. Parrish, FL 34219.

The meeting was called to order by the President, Mr. Heffner at 7:00 p.m. A quorum was established with the following Board members present:

Barrie Heffner    Michael Pugh    Crissy Hannan    Rick Bartelt    John Caffrey

Doug Shepherd represented Lighthouse Property Management.

**UNDER THE HEADING OF PRESIDENT' REPORT**, Mr. Heffner reminded everyone in attendance that the primary purpose of tonight's board meeting is to review and to approve the 2018 Budget.

On matters related to replacing director Ken Knight who has resigned, upon motion made by Mr. Pugh, and seconded by Mr. Bartelt, it was,

**RESOLUTION 17-17:** We motion to appoint John Caffrey to fill the opening on the Board of Directors. Motion carried.

**UNDER THE HEADING OF MINUTES**, upon motion by Mr. Pugh and seconded by Mr. Caffrey, to approve the August 17, 2017 minutes, except for Resolution 17-13 as it was not complete. Motion carried. The minutes will be annexed into the association's records.

**UNDER THE HEADING OF FINANCIAL**, Mr. Bartelt, Treasurer, reported that to date, Revenue is up \$6,000.00, due to successful collection of past due accounts, and a loss of \$17,000.00 in Operating Expenses, due to the landscaping of the entrance. Utilization of the association's Prior Year Fund Balance and monies from the Reserves resulted in a Special Assessment being averted. Although there are some past due accounts, one-third of the total amount due is from one owner. Owners were encouraged to sign up for the automatic debit for payment of their maintenance fees each quarter to avoid collection problems.

Mr. Bartelt made a Power Point presentation of the proposed 2018 Budget, noting that the preparation of this year's budget was very challenging. Reserve contributions, based on the association's Reserve Study, were increased and Operating Expenses reduced.

On matters related to the 2018 Budget, upon motion made by Mr. Pugh, and seconded by Mr. Caffrey, it was

**RESOLUTION 17-18:** We motion, that the 2018 Budget be approved, with the increase of the quarterly maintenance fee to \$225.00, subject to a revised determination of the items to be used in the Reserve Schedule through a joint effort by the Treasurer and Lighthouse Property Management's accounting department. Motion carried.

**UNDER THE HEADING OF NEW BUSINESS:** Mr. Caffrey discussed the need for an interactive

and user-friendly website to promote better and accurate communication between the Board and the Membership.

On matters related to a new website, upon motion made by Mr. Pugh and seconded by Mr. Bartelt, it was,

**RESOLUTION 17-19:** We motion, to approve in concept the website suggested and to authorize Mr. Caffrey to further investigate what should be done to develop a site that meets the needs of the association and to bring that matter back to the board for its consideration. Motion carried.

On matters related to Lighthouse Property Management's request for a 5.2% increase in its management fee for 2018, upon motion made by Mr. Bartelt, and seconded by Mr. Pugh, it was,

**RESOLUTION 17-20:** We motion, not to approve their request since the terms of the original management contract were previously extended another year. Motion carried.

**UNDER THE HEADING OF OLD BUSINESS:** It was agreed to hold approval of the revised Resolution 17-13 until the next board meeting.

The board thanked residents who helped the association and each other during and after Hurricane Irma, especially, Chuck Kadlec. Chuck is no longer on the board, but he will remain as chair of the maintenance committee.

Owners were reminded to remove their hurricane shutters now that Irma has safely passed and the storm season is about at its end.

**UNDER THE HEADING OF OWNER COMMENTS:** Questions regarding how the budget was prepared and by who were discussed. Owners commended the board for negotiating no increase in the management fee.

**UNDER THE HEADING OF ADJOURNMENT,** there being no further business to discuss, the meeting adjourned at 9:17 p.m.

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Douglas C. Shepherd, CAM  
Assistant Secretary

Dated this 6<sup>th</sup> day of December, 2017.