

**Center Gate Estates Village Condominium Assoc., Section III**  
**Board of Directors Meeting Minutes**  
Monday – February 26, 2024  
11:00a.m at The Pool Ramada

**Establish Quorum / Call to Order**

President, Betty LuBar, called the meeting to order at 11:00 a.m.

Board present: (P) Betty LuBar, (S/T) Jean Schwied, (D) Jeanne Oyer, (D) Dan Space,  
(D) Matt McNash. Prokop Management, Leslie Torok, absent.

**Notice of Meeting / Determination of Quorum:** Posted by Secretary on Friday, February 23<sup>rd</sup>.  
Full board present, quorum established.

**Approval and Disposal of Minutes:** Jean Schwied make a motion to approve the minutes from Monday, January 29<sup>th</sup> Board meeting. Jeanne Oyer seconded, passed unanimously.

**Financial Report:** Jean Schwied, Secretary reviewed the account balances of the January 31<sup>st</sup> financials. There were no questions by the Board.

**Committee Reports:**

- **ARCH Approval Request:** Unit Owners #18 submitted a request for enclosing their lanai with vinyl windows with specifications used by other owners in the community. Discussion followed, then Jean Schwied moved to approve request, Jeanne Oyer seconded. Betty LuBar, president, called for a vote which passed unanimously.
- **Pool Committee:** Dan Space reported that the pool company had applied treatment to remove stains and he felt that they had done an excellent job and is pleased the pool is nice and white. He also noted the pool deck and surrounding planted areas are in good shape.
- **Grounds Committee:** Jeanne Oyer presented the project to purchase and install 14 Jatropha ornamental trees in front of homes to relace, in part, trees which had been removed. She suggested using the entire 2024 budget. Total cost will be \$2,220, including mulch around each tree.

Jeanne Oyer reviewed the on-going process of the tree removal at 4454 Atwood Cay Place, explaining that the next step was removal of the large ferns and restoration of the hedge and front yard. Discussion followed, pointing out that the owner had planted the ferns, not the Association. Dan Space made a motion that the Board direct Pomerleau to complete the landscape at the Association's cost. Jeanne seconded and the motion passed unanimously. There was also discussion regarding vehicles creating ruts in the grass.

**Compliance:** President, Betty LuBar, expressed her concern that some of the rules are enforced and some have not been. Discussion followed regarding fair enforcement of our documents. Compliance was tabled for further discussion at another meeting.

**Painting:** Bonnie Hevener, reported the results of the color choice which was the blue scheme. The process of mailing an official ballot was explained and discussion followed. Jean Schwied reiterated that the process had been presented to all owners in writing and discussed at the presentations. The Board agreed to direct Prokop to begin the process of mailing ballots to every owner.

### **Old Business:**

- **Driveway Work and Tree Permit Removal – 4454 Atwood Cay Place**
- A general summary of the status of scope of work was presented and discussed. The tree removal has been completed as well the driveway replacement, with the exception of one driveway repair, which is scheduled. At the November 20, 2023 meeting the Board approved \$20,088 to replace six (6) driveways. It was subsequently decided to only replace five (5) driveways for a sum of \$16,985. The remaining grinding repair will cost an additional \$250.

Jeanne Oyer explained that a requirement of the tree removal permit is to plant a replacement tree of at least 8' in height and 2-21/2 caliper. A Buttonwood tree has been ordered from Troy Tropics who will provide utility location and installation of the tree.

Jean Schwied presented an analysis of the current balance of the Driveway/Sidewalk reserve account. She suggested that it would be logical to fund up to 20 additional driveways this fiscal year. The basis of this suggestion is to do the work, which requires heavy concrete equipment and trucks, prior to replacement of our roads. This suggestion was tabled for a future meeting.

- **Roofing Replacement Status – 4479 Atwood Cay Circle** – Verna Williams reported that her roof replacement is almost complete.

### **New Business:**

- **Budget Insurance Shortfall – 2024** - Jean Schwied provided a summary of the insurance budget deficient to all Board members. The Insurance Budget line-item shortfall will be \$36,960 for the 2024 fiscal year. If you divide this amount by 42 units, the required assessment for each owner will be \$880. After discussion, the Board agreed to direct Prokop to handle this matter. President, Betty LuBar, committed to call Leslie Torok to move forward with drafting the notice of the meeting to present a Special Assessment Resolution for Board Adoption.

**Unit Owners Comments and Questions:** All present unit owners were given the opportunity to address agenda items with the Board. The topics discussed included; insurance cost, vehicles driving on grass, driveway trip hazards, concern that the Board does not appear to be working as a group and standard protocols of decorum were not being followed.

**Next Meeting will be Monday, March 18, 2024**

**Meeting was adjourned at 12:30 by the president.**

Respectfully Submitted,

Jean Schwied, Secretary/Treasurer