

**CENTER GATE ESTATES VILLAGE CONDOMINIUM  
ASSOCIATION, SECT. 3  
BOARD Meeting Minutes  
10:30 a.m. - Monday, Sept. 18, 2023 – Pool Ramada**

**ESTABLISH QUORUM/CALL TO ORDER**

President Deb Antonucci called the meeting to order at 10:30 a.m.

Board present: (S/T) Jean Schwied, (P) Deb Antonucci, (D) Dan Space, (VP) Sandy Wilson and (D) Jeanne Oyer.

From Prokop Management: Leslie Torok

**NOTICE OF MEETING** – Posted by the president 9/14

**APPROVAL & DISPOSAL OF MINUTES (Meeting of July 10 and Budget Workshop Aug. 22, 2023)** – *So moved by Jeanne; 2<sup>nd</sup> by Sandy; unanimous.*

**FINANCIAL REPORT** – (July & August) Jean Schwied

Still tracking well. *Jean observed that there is not an anticipated need in the near future for a lot of the money currently in the Reserves Money Market, and she moved to transfer \$150,000.00 of it into a CD at the highest possible yield, for example an 8 month CD at 5%; 2<sup>nd</sup> by Jeanne; unanimous.*

**COMMITTEE REPORTS**

- POOL – Dan reported that after the association’s pool service contract was canceled by Brightwater due to Clyde’s retirement, service will be assumed by David of Pool Specialists. A few repairs are scheduled too, and will show up with his first invoice for service.

- IRRIGATION – Garcia has increased the contract price by \$50.00 per month, effective 2024.

**\*\*\* REMINDER TO ALL OWNERS AND RESIDENTS \*\*\* PLEASE remember to participate in keeping repair costs down by placing flags (located in the Ramada cabinet) at sprinkler head donuts and locations along the street and your driveways when you are expecting company, workmen or deliveries!!**

- COMPLIANCE – Roof – 4479 Atwood Cay Circle – Leslie reported she had spoken with the owner, who is looking into financing in order to have a new roof installed; Deb reported that she is awaiting the Notification form to inform the Board it is planned.

Garage Door Window – 4505 Atwood Cay Circle – Deb reported that a form indeed was finally received for installation of a new door altogether; Leslie reported she had spoken to the owner and the door is scheduled for installation soon. *As a matter of formality, and for the record: Jean moved to approve; 2<sup>nd</sup> by Jeanne; unanimous.*

- SOCIAL – Deb commented on the very nice social last Friday night. Thanks to Bonnie and the committee for putting it together. The next goal is a Halloween Party.

- GROUNDS – TREE TRIMMING – Jeanne outlined two phases of tree trimming planned, for a total of \$4,950.00. Phase 1 is planned with the new year. Phase 2 to come later.

- LIGHTS – Ed Wolfe reported some lights are on order and on their way. If you see a light out, call him please!

continued

**OLD BUSINESS**

- ROOF STATUS – Ron Schwied reported that by year-end (or end of October preferred) 36 units should have a new roof. Six (6) roofs not participating due to existing (current) roof age, which are in the range of only 10 to 15 years old. He will provide those addresses to Manager. Wind mitigation reports for those addresses are needed nonetheless. And certainly for all the new roofs. Leslie at Prokop needs them only in electronic format, and needs them as soon as completed. All owners should send them directly to her at: [Leslie.prokoppa@aol.com](mailto:Leslie.prokoppa@aol.com), or have your insurance company or the roofer or the inspector send a copy.
- DRIVEWAY – 4454 Atwood Cay Place – According to Pachmend Construction, the tree and the roots causing the uplifting of the drive near the garage door at this address need to be removed. The driveway needs to be re-poured – no way to repair. Pachmend’s bid: \$4,200.00 for removal of old driveway and roots, and re-pour new driveway. He doesn’t do tree work, but says the tree must be removed. Board will act later, pending more information. A better price can likely be gotten by replacing several driveways at same time; Deb and Sandy will inspect all driveways and Sandy will contact several driveway companies to get estimates.
- PAINT COMMITTEE – Planning to present color boards to owners for feedback at an up-coming meeting. The committee warns that it could take a few months to get ready for a community vote. The goal is to re-paint next spring or summer.
- TRIP HAZARD AT 4454 Atwood cay Place – Brought up under Driveways. It was pointed out that there is a similar driveway issue across the street, but much nearer to the road. The tree there also should come down – roots are encroaching and cracking the driveway and also the road already.
- ARCH REQUESTS – 4475 ACC – Wants to plant a recommended tree in common ground, at owner expense. The Board has already recognized the ornamental trees deemed acceptable. Board will create additional policy stating that the Board will select and dictate location, and further, that owner must be responsible to water daily the first 30 days. ***Jeanne moved to approve the planting of a Jatropha tree in location selected by Board, with conditions to watering by owner; 2<sup>nd</sup> by Sandy; unanimous.***  
4454 Atwood Cay Circle – Unit owner requested the Association remove an old broken pot from around a hibiscus that has rooted into the plant bedding ground, trim it, and stake it upright. Pomerleau quoted \$125.00 to do the job. ***After discussion, Sandy moved to deny, citing the unit owner is responsible for absorbing the cost; 2<sup>nd</sup> by Dan; unanimous.***
- POOL & RAMADA – The bathrooms and the ramada have been deep-cleaned by the Board. A new door knob and latch was installed on 2<sup>nd</sup> restroom. It will lock from the inside only to prevent lock-outs.

**\*\*\*\*\*NOTE TO OWNERS – PLEASE PUT POOL FURNITURE BACK BEFORE LEAVING POOL DECK AND AREA. \*\*\*\*\***

**NEW BUSINESS**

- Preliminary BUDGET DISCUSSION for 2024 – It was announced that Clear Blue will not be writing policy coverage for the Association’s property insurance again, but Atlas is expecting an offer from Tofa. Dan will be sourcing one other insurance company. In the planning is a budget indicating a monthly per unit contribution of \$62.52 toward the reserves Schedule. ***Jean moved to mail out the most recent workshop budget option for 2024, which indicates a monthly maintenance fee of \$450.00 for 2024; 2<sup>nd</sup> by Sandy; unanimous.*** Thanks to Jean Schwied for her diligence in preparing a 2024 Budget and Reserves Schedule. continued

- WORK PARTY TO COME – In October, President Antonucci would like to schedule a work party for the pool enclosure area.

- TOWN HALL MEETING IN NOVEMBER – Receiving good response to first Town Hall, President Antonucci plans to have a second one in November.

**REMINDER TO ALL: Many wind mitigation reports need to be sent electronically to Management. Please remember to comply. Send yours to: [Leslie.prokoppa@aol.com](mailto:Leslie.prokoppa@aol.com) as soon as possible.**

**UNIT OWNER COMMENTS/QUESTIONS**

Nothing not previously discussed on agenda.

**DATE OF NEXT MEETING** – Monday, October 16, 2023 11:00 a.m. - BUDGET MEETING

**ADJOURNMENT**

After all agenda items were addressed, President Antonucci adjourned the meeting at 11:56 a.m.

Respectfully Submitted for the Secretary by  
Leslie Torok – CAM, Prokop PA