

CYPRESS PINES PROPERTY OWNERS' ASSOCIATION INC.

MINUTES OF A BOARD OF DIRECTORS' MEETING

DATE: February 5, 2019

TIME: 7:00 p.m.

PLACE: Majestic Golf Club, 350 Homestead Rd. South, Lehigh Acres, FL 33936

Directors Present: John Thistle, Linda Lofink, Paula Carnell, Jere Carrick, Larry Steuber, Gary Dietrich, Michael Swords, Diane Zigrossi, Andrew Allen

The Meeting was called to order by President, John Thistle at 7:15 p.m.

A quorum of the Board of Directors was established.

John Thistle made statement to Board regarding the directors working together for common good of the community.

- Jere Carrick led the Pledge of Allegiance
- Jo-Ann Landes-Ross gave the invocation
- Proof of Notice of the Meeting was met
- John Thistle announced the Final Call do uncast ballots
- John Thistle announced that due to the withdrawal of one of the director nominees (Edward Olesky), there would be no need for the election process to take place. The three (3) remaining candidates would automatically be voted in.
- Laurel Ciprari read the unapproved minutes from the 2017 annual member meeting. Motion by Anna Placenti and seconded by Melissa Dortch. Vote was unanimous to accept. Laurel Ciprari read the minutes from the 2018 annual member meeting. Motion by Anna Placenti and seconded by Melissa Dortch. Vote was unanimous to accept.

Reports from Officers:

Violations Committee- Chairperson Linda Lofink reported that the majority of violations involved trash bins left out past the acceptable time frame and cars/service vehicles parking on the grass areas. The committee would continue working on reducing the number of these specific violations.

Architectural Committee – Chairperson Jere Carrick reported that the required 48 hour notice for an ARC meeting would be provided to homeowners and posted in the mail house stating when there would be a ARC meeting and what the individual unit owners were requesting. Meetings usually on Saturday mornings at 10:00a.m. at the Majestic Pro Shop. He mentioned any exterior painting requires approval and homeowners are now requesting hurricane shutter. Reminder that if work requires a permit, it should be submitted with request.

Social Committee – No report. Larry Steuber previous resigned

Rental/Resale Committee – Chairperson Michael Swords reported that for resales 16 homes sold (12 condos and 4 duplexes/singles). No report on rentals

CYPRESS PINES PROPERTY OWNERS' ASSOCIATION INC.

Streets/Maintenance Committee – Chairperson Gary Dietrich had nothing to report

Budget Committee – Chairperson Paula Carnell reported 2019 budget was completed and board approved

Social Media Committee – Chairperson Diane Zigrossi reported that the CPPOAI website was up and running

Emergency Preparedness – Chairperson Andrew Allen – had nothing to report

Neighborhood Watch – No Chairperson therefore no report

- John Thistle announced the new directors for 2019 – James Bartel, Larry Steuber, and Michael Swords
- John Thistle announce the results of the vote from the Gate Installation ballot by the home owners. Vote was: 22 In Favor of Gates – 82 Opposed to Gates. Final vote - Disapproval of Gate Installation.
- John Thistle announced the results of the vote from the Re- Appropriation of the Gate Reserve Fund ballots by the home owners. Vote was: 78 In Favor of Re-appropriation of Fund to General Fund - 23 Opposed to Re-Appropriation of Funds. Final vote – Approval of Re-appropriation of Gate Reserve Fund to the General Fund.
- John Thistle announced that each table was a sign-up sheet for the upcoming Valentines Day social. Cost of \$6 per person and \$12 for outsiders.

Comments from home owners:

Ed Chevalier asked why the fountain in pond was still not working. John Thistle responded that a electrician and the Lake Doctor are working on solving the issue. Ed Chevalier asked why the large school buses continues to drive into the community. John Thistle responded that someone on the Board would address that at the next meeting. Phil Koenig asked why there was no report on rental from the Rental/Resale Committee. Michael Swords responded that there would be a report at the next regular meeting. Doug Patterson asked what was being done about damaged roads and sprinklers by Big C Roofing. John Thistle responded that CPPOAI would need proof (photos) that it was Big C who caused the damage. A home owner asked why no flag was up and Jere Carrick responded that the flag were on order. Another home owner asked about the possibility of camera in the community. John Thistle responded that it was looked into in the past and could be addressed again once the gate issue was finally resolved. Annette Pollette asked for an update regarding the street signs for Lake Vista North and Petrucka Cir N. John Thistle said they were being ordered. And it would take a few weeks, Ricardo Placenti commented about speeding in the community and that maybe more signs were needed. John Thistle responded that more signs were being order but repeat speeders should be reported to the Violations Committee. Doug Kuntz remarked how welcoming he felt in the community and how helpful Majestic has been to him. Diana Benoit delivered a sharp message to the Board reminding them of what their fiduciary responsibilities are to the home owners and they should show up at meetings, be on time, put cell phones away, get involved in committees, put aside their personal agendas and differences and do what they were elected to do. Comment was applauded by attending homeowners.

Estelle Shipp – Community Association Manager for CPPOAI stated that there would be an Executive Committee immediately following the adjournment of the annual meeting.

Motion to adjourn by Melissa Dortch and seconded by Diana Benoit. Meeting was adjourned at 8:00p.m.

Respectfully submitted,
Laurel Ciprari, Acting Secretary for CPPOAI

CYPRESS PINES PROPERTY ASSOCIATION, INC.

352 Homestead Road S

Lehigh Acres, FL 33936

MINUTES OF AN EXECUTIVE COMMITTEE MEETING

DATE: February 5, 2019

TIME: 8:10p.m.

PLACE: Majestic Golf Course, 350 Homestead Road, Lehigh Acres FL33936

PURPOSE: Election of Executive Committee

Directors Present: Andrew Allen, James Bartel, Jere Carrick, Gary Dietrich, Linda Lofink, Larry Steuber, Michael Swords, John Thistle, Diane Zigrossi

The meeting was call to order at 8:10p.m.by Estelle Shipp, CAM for CPPOAI

A quorum of the board was present with decision to vote by secret ballot

Nominations:

Motion by Larry Steuber and seconded by Gary Dietrich for Diane Zigrossi as president. Motion by Linda Lofink and seconded by Michael Swords for John Thistle as president.

Motion by Michael Swords and seconded by Larry Steuber for Jere Carrick as Vice President

Motion by John Thistle and seconded by Michael Swords for Linda Lofink as Treasurer. Motion by Diane Zigrossi and seconded by Michael Swords for Gary Dietrich as Treasurer.

Motion by Gary Dietrich and seconded by Larry Steuber for Michael Swords as Secretary:

Voting results:

President:	Diane Zigrossi - 6 John Thistle - 3
Vice-President:	Jere Carrick - 5
Treasurer:	Linda Lofink - 5 Gary Dietrich - 4
Secretary:	Michael Swords - 5

Board members for 2019:-

Diane Zigrossi - President, Jere Carrick – Vice-President, Linda Lofink - Treasurer and Michael Swords - Secretary

Michael Swords called for an organizational (board) meeting for February 12, 2019 at 4:00p.m.

Motion by Linda Lofink and seconded by Larry Steuber to adjourn at 8:40p.m.

Vote was unanimous.


Laurie Ciprari

Cypress Pines Property Owners Association, Inc.
Treasurer's Report
2019

ACHEIVA Operating Account

Beginning Balance December 31, 2018

\$ 11,630.87

Receipts

Application Fees	\$ 2,901.00
Association Dues	\$ 56,496.00
2020 Association Dues	\$ 566.00
Estoppels	\$ 2,200.00
Late Fees/Finance Charges	\$ 634.56
Bank Charges Reimbursed	\$ 45.00
Roger Towers PA credit on account returned	\$ 1,976.72
Total Income	\$ 64,819.28

Expenditures

Attorney Fees	\$ 4,120.00
CAM Management Fee	\$ 1,000.00
Common Area Maintenance	\$ 5,821.47
Common Grounds Mowing/Majestic	\$ 6,000.00
Drainage	\$ -
Electricity	\$ 4,859.89
Fountain Maintenance	\$ 18,145.98
Insurance Directors & officers	\$ 1,052.00
Insurance - Liability Insurance	\$ 439.00
Insurance - Umbrella	\$ 195.00
Insurance - Mail house	\$ 566.29
Mail House Paid	\$ 5,547.57
Annual FL Filing	\$ 61.25
Meeting Room	\$ 1,800.00
Office Supplies /Background checks	\$ 3,454.13
Social Committee	\$ 1,223.72
Bank Service Charges	\$ 50.00
Total Expenses	\$ 54,336.30

Ending Balance December 31, 2019

\$ 22,113.85

ACHEIVA Money Market Account

Beginning Balance December 31, 2018

\$ 54,999.64

Interest

\$ 249.87

Ending Balance December 31, 2019

\$ 55,249.51

ACHEIVA CD Account - # 80115 matures 12/22/20

Beginning Balance December 31, 2018

\$77,857.87

Interest 2.178%

\$ 1,418.24

Ending Balance December 31, 2019

\$79,276.11

Total Funds in Accounts December 31, 2019

\$ 156,639.47

Projects	12/31/2018	2019	12/31/2019
Roads	\$ 39,499.00	50,039.00	\$ 89,538.00
Road Sealing	\$ -	0.00	\$ -
Drainage	\$ -	20,000.00	\$ 20,000.00
Gates	\$ 42,540.00	(42,540.00)	\$ -
Mail House - paid 12.15.19	\$ 5,547.57	(5,547.57)	\$ -
Total allocated to projects	\$ 87,586.57	\$ 21,951.43	\$ 109,538.00

Net Funds Available December 31, 2019

\$ (109,538.00)

\$ 47,101.47

Lucy L. Fink
Treasurer

RESALE

2019 Sales:

19 Sales In total:

- 11 Condo's
- 8 SF-Dupl

2020 Sales/Pending:

3 Sales YTD:

- 1 Condo Closed
- 1 SF Pending Closing
- 1 SF Closed
-

Condo's Avg Listing price \$139,000

SF –Dupl-Avg Listing price range \$193,000 - \$500,000

RENTALS

Condo's – 31 Units Total
3 Vacant

SF/Dupl – 14 Total Units
7 Vacant

Total community wide: 45

Dianes Outline:

Invocation: Joann Landas-Ross

Pledge: Jere Carrick

President: Opening Comments before we call the roll.

- Thank you and welcome to all of our Cypress Pines Owners who took time out of your busy schedules to attend tonight's meeting.
- I want to point out that your board and committee members that help in various ways to support this community are all volunteers. If you are on a committee or have helped during this past year, please stand to be recognized. Thank you!

Officer Comment/ President:

As you know this has been a rather challenging year for your board... between some excitement over on Petrucka which was handled, as well as a threat of another potential Hurricane which we fortunate to have escaped.

I'd like to highlight just a couple operational items before we get into committee reports:

- This past year the board adopted a Board of Directors Code of Ethics. This was born out of comments received at last year's Annual Meeting.
- A change took place with regard to our financial policy which now calls for two signatures on any checks that are written. This was enacted to insure better safeguards are in place for both the Treasurer, as well as better control of association funds.
- Over this past year, we've added to all agenda's, two areas where resident owners that are in attendance have the ability to comment. While this is not intended as a back and forth dialogue between the board and residents due to following Roberts Rules, members can comment as they wish on any agenda or non-agenda items.
- **Now you will hear from the various committee chairman and Co-chairman whose efforts can be seen as well as a couple of new additions that are going to be very exciting for our community.**

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Laurie Ciprari

CYPRESS PINES PROPERTY OWNERS ASSOCIATION, INC.
352 Homestead Rd. S., Lehigh Acres FL 33936

Special Board of Directors Meeting Minutes

February 12th, 2019 @ 4:00 pm - Lower Board Room/Clubhouse

Members Present: Diane Zigrossi, President, Jere Carrick, Michael Swords, Linda Lofink, Gary Dietrich, Larry Steuber, James Bartel, John Thistle.

Absent: Andrew Allen

Meeting Called to Order 4:05 PM – Quorum Established

President opening comments – Welcome new board members and community residents in attendance.

Approval of the agenda as presented – 8 yes, motion passed.

Resident (**PUBLIC COMMENT - *ON AGENDA ACTION ITEMS ONLY; 3 MIN MAX**)

Approval of Minutes – Re-organizational Meeting - 2/5/2019 – 8 yes, 0 no, motion passed.

Treasurer's Report – None at this time

Unfinished Business:

- 1) Board determination of additional occupant – 20011 Petrucka Cir. N – Occupant withdrawn/no vote required.

Re-organizational Action Items:

- 1) Approval of Board of Directors Code of Conduct – 6 yes, 2 no; motion passed
- 2) Adopt Resolution for check writing/2 signatures – 8 yes, 0 no, motion passed
- 3) CAM Contract – no action required/CAM Manager submitted her resignation just prior to the start of the board meeting. The Board accepted the resignation as presented, and thanked her for her service over the past year.
- 4) Approval of the 2019 meeting calendar which is as follows:
The 4th Thursday of each month at 4:30 pm.
Scheduled Dates: March 28, 2019; April 25, 2019; May 23, 2019; (June, July, August, September - Off-Season Recess/No Meeting). Meetings resume: October 24, 2019, *November 21, 2019
*December 19, 2019. (**An exception will be during the months of November & December due to Holiday conflict*). Should there be any pressing matters that require Board Review or immediate action, standard posting requirements will apply and a meeting or meetings will be held.

New Business:

- 1) Committees – Discussion for each of the identified committees to seek out volunteers to work with appointed chairman. Names will be brought forward at the March meeting for approval & vote.
Those committees are: Budget/Finance; ARC; Storm Water Management; Streets & Maintenance; Rental/Resale; Violations/Compliance Enforcement; Compliance/Appeals – (Min. of 3 people – Non-board members); Mail house; and Social. Prepare punch-lists as needed for each committee.

Directors comments:

Resident (**PUBLIC COMMENT - *Non-agenda; 3 MIN MAX**)

Next Meeting Date – March 28, 2019

Adjourn: 5:15 PM