

**CYPRESS PINES PROPERTY OWNERS ASSOCIATION, INC.  
(CPPOAI)**

**MINUTES OF SPECIAL BUDGET MEETING OF THE  
BOARD OF DIRECTORS**

The Special Budget meeting of the Board of Directors was held VIRTUALLY on November 21, 2020, at 4:30 p.m. as set forth in the notice of the meeting setting such time and place, and is attached to the minutes of this meeting. Notice of meeting was posted on the bulletin board located in the Mail House forty-eight (48) hours prior to the meeting. Jim Bartel, President, called the meeting to order at 4:30 p.m.

Board of Directors present were: Jim Bartel, Diana Benoit, Gary Dietrich, Linda Lofink, Howard Stitt, John Thistle, and Diane Zigrossi. (Those absent were Jere Carrick and Larry Stueber.) A quorum of the Board of Directors was established.

**COMMENTS FROM THE PRESIDENT:**

Jim B., President, called the meeting to order. He welcomed Howard Stitt as the newest member to the Board.

**COMMENTS FROM THE MEMBERSHIP:** There were no comments.

**ACTION ITEMS:**

1. Approval of the Agenda: Diane Z. made a motion and John T. seconded the motion to approve the November 21, 2020 agenda. Motion passed unanimously.
2. Approval of the 2021 Budget: Diane Z. made the motion and Diana B. seconded the motion to approve the Annual 2021 Budget. During discussion Linda L. explained there were a few more invoices that needed to be processed. She provided the changes to the budget. She will provide a new budget with the changes. The motion passed.

**ADJOURNMENT:**

Diana B. made the motion to adjourn; Linda L. seconded. Motion passed and the meeting adjourned at 4:40 p.m.

Submitted,

  
Diana Benoit  
CPPOAI Secretary

**CYPRESS PINES PROPERTY OWNERS ASSOCIATION, INC.  
(CPPOAI)**

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

The meeting of the Board of Directors was held VIRTUALLY on November 19, 2020, at 4:30 p.m. as set forth in the notice of meeting setting such time and place, and is attached to the minutes of this meeting. Notice of meeting was posted on the bulletin board located in the Mail House forty-eight (48) hours prior to the meeting. Jim Bartel, President, called the meeting to order at 4:31 p.m.

Board of Directors present were: Jim Bartel, Diana Benoit, Jere Carrick, Gary Dietrick, Linda Lofink, Larry Stueber, John Thistle, and Diane Zigrossi. A quorum of the Board of Directors was established.

**COMMENTS FROM THE PRESIDENT:**

Jim B., President, called the meeting to order. He stated that regardless of the vote for the Board's vacancy, the other candidate will not be disappointed for long as other positions will be available in the very near future.

COMMENTS FROM THE MEMBERSHIP:

Phil Dent asked why the flag was not flying. Jere C. explained the tropical storm from last week and the strong winds of this week could destroy the flag. Flags are expensive and we try to avoid the expense.

ACTION ITEMS:

1. Approval of Agenda - A motion was made by Diane Z. and seconded by John T. to approve the November 19<sup>th</sup> agenda. The motion was approved.
2. Approval of Oct.23, 2020, Board Meeting Minutes – A motion was made Diana B. and Diane Z. seconded to approve the Oct. 23, 2020 Board Minutes. The motion passed unanimously.
3. Approval of Treasury Report as of October 31, 2020 –

<b>Ending Balance October 31, 2020</b>	<b>\$ 11,351.17</b>
<b>BB&amp;T Money Market Account</b>	<b>\$ 40,060.04</b>
<b>ACHIEVA Operating Account</b>	<b>\$ 16,979.37</b>
<b>ACHIEVA Money Market Account</b>	<b>\$ 58,518.92</b>
<b>ACHIEVA CD Account</b>	<b>\$ 80,730.91</b>
<b>Total Allocated to Projects</b>	<b><u>\$ 117,086.00</u></b>
<b>Net Funds Available October 31, 2020</b>	<b><u>\$ 70,554.41</u></b>

Diana B. made a motion and John T. seconded to pass the Treasury Report. The motion was passed.

4. Self-Storage Unit - A motion was made by Linda L. and seconded by Diana B. to rent a 5' x 5' storage unit for \$21.00 a month at Public Storage, State Road 82<sup>nd</sup>, Ft. Myers. The motion passed unanimously.

5. Selection of Director to fill position vacated by Doug Patterson – Two candidates submitted their bios for consideration: Phil Dent and Harold Stitt. A roll call vote was taken:

Jim Bartel – H. Stitt  
Diane Zigrossi – H. Stitt  
Gary Dietrich – H. Stitt

Diana Benoit – P. Dent  
Linda Lofink – P. Dent  
John Thistle – P. Dent  
Jere Carrick – H. Stitt

Howard Stitt won the vote.

6. Resolution to Manage Official Records Requests – This item was tabled for further research.

OLD BUSINESS:

1. Update on Web-Site/Portal: A mass mailing was sent to all homeowners asking for their e-mail addresses so that they can access the portal. Responses are still coming through the mail; some homeowners have opted out of the program.

2. Policy Enforcement (Trimming of Homeowners' Palm Trees) – Jim B. researched the cutting of dead palm leaves. Not cutting could bring more insect which could lead to diseases. It is hoped Amendment 12 will pass at the Annual Meeting so the Board of Directors can enforce the trimming of dead palm leaves from homeowners' lawns.

NEW BUSINESS:

1. Preparation of Annual Meeting

- First mailing of Notice of Annual Meeting will be December 18 (back-up date is Dec. 25).
- The Annual Meeting – will be coordinated with the Double Eagle Restaurant for target date of Feb. 16, 2021 (back-up date is Feb. 23, 2021). The meeting will be VIRUAL as well as attendance in-house. Due to COVID-19 masks will be required and no refreshments (other than bottled water) will be provided.
- Diana B. will form a committee to count the election votes.
- Four positions will be up for renewal. Announcement will go out soon.
- When the Annual Meeting Packet is compiled and approved by the Board Officers, it will be reviewed by the attorney.

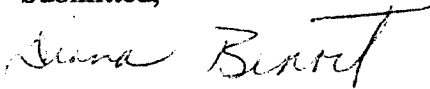
## COMMITTEE REPORTS:

1. ARC – Jere C. stated two requests were approved: new windows and a new roof. Diane Z. made a motion and Linda L. seconded to suspend rules of order. Motion passed. Laurie C. requested that Jere provide a color scheme to homeowners as to colors that could be used for homes. Jere has started the project; he just needs to finish. Diane Z. made a motion and Linda L. seconded to move continue with the rules of order. Motion passed.
2. Budget/Finance – Budget Meeting is on Nov. 21, 4:30 p.m. Once approved it will be mailed with the annual dues.
3. Compliance/Appeals – No Report.
4. Mail House – Weeding, trimming, and spraying were completed last week. John T. is talking to contractors on removing the dead palm tree and replacing it. Diana B. is still seeking costs on replacing the numbers on the mail boxes. There is some concern about package theft during the holidays from the mail house. There is no place for a drop box and is too costly. Linda L. and Diane Z. requested a motion to suspend rules in order for Laurie C. to speak. Motion was passed. Laurie informed the board that USPS has a web-site that homeowners can register. Homeowners will then be informed on a daily basis what letters and packages will be delivered for that day. Diane made a motion and Linda L. seconded to resume meeting. Motion passed.
5. Drainage – John T. informed the board a Drainage Committee will be held next week and notice will be posted in the mail house. There is still some flooding that exists. He is working on a work order for a study of our drainage.
6. Streets & Maintenance – John T. is working on a RFP for the mowing/common areas. Jim B. will provide John a current map showing the common areas. In addition, a metal road sign post has been bent and he will replace with a wooden one. The main entrance road into the development needs to be resealed. The cost would be approximately \$8 – 9,000. This should be a shared expense with the MGC. Jim B. will discuss with them.
7. Rentals/Resale – Two sales pending; 0 new rentals. Laurie C. stated that some rental owners are not renewing the six-month rental information. Some are just ignoring the letters. Jim B., Linda L., and Laurie C. will meet with attorney as how best to proceed.
8. Social – Larry S. had a Social Committee earlier today; Christmas Cart Parade will be on Dec 12 at 5:30 p.m. with a party at Huday. More information to come. There are plans for a Drive-in Movie night and a Pot Luck Dinner with dessert. There was a discussion about homeowners (private) party vs. allowing the public to join. Much discussion but it was tabled for next meeting.

ADJOURNMENT:

Diana B. made a motion and Linda L. seconded to adjourn the meeting. Passed unanimously.  
Meeting was adjourned at 5:58 p.m.

Submitted,

A handwritten signature in cursive script that reads "Diana Benoit". The signature is written in black ink and is positioned above the printed name.

Diana Benoit  
CPPOAI Secretary