

Longwood HOA

3181 Village Park Drive, Melbourne, FL 32934

Meeting Minutes

Contents:

2016

January 21, 2016

February 18, 2016

March – Not Available

April - Not Available

May 19, 2016

June 6, 2016 – Annual Member Meeting

June – Not Available

July 21, 2016

August 25, 2016

September 15, 2016

October 20, 2016

November 17, 2016

December 15, 2016

LONGWOOD HOMEOWNERS ASSOCIATION
3181 Village Park Drive
Longwoodhoa.org
BOARD MEETING MINUTES

File:	min0116.doc	Member	Term	Phone	E-Mail	Present	Area
Date:	1/21/16	Pres – Dale LeVey	14-17	254-9947	Dalelevey@att.net	y	Pres
Time:	7:30 PM	VP – June Lewis	14-17	253-0241	Jlewis1718@cfl.rr.com	y	
Location:	Carol's Home	Sec - Open				n	Web
		Mem - Tom Sylvester	13-16	259-2598	Tomjudysylvester@hotmail.com	y	
		Mem – Geo McDaniel	13-16	259-4194	monrie@aol.com	y	Lawn
		Mem – Sally McCullough	15-18	259-6853	bensallym@cfl.rr.com	N	
		Treas – Carol Iannucelli	15-18	610-554-6774	iannucelli@gmail.com	y	Treas
Guests:		Arch – By Board					

OLD BUSINESS

1 Previous Minutes Minutes from 12/17/15 were read and approved.

2 Treasurer's Report

SunTrust CK	Well Fargo Ck	CD #1	CD #2	Bus Sv	Total

Checking, Bus & CDs are at Wells Fargo

3 Dues

Yr	No.	Lots
2015	3 unpaid	62,70,271

197 lots paid by end of Dec.

Leins filed in 2015

3 unpaid properties for 2015; Now due \$1723.00

4 Lawn

Geenleaf trimmed hedges at gazebo. George to get bid for tree trimming. Tom put in fertilizer plugson new oak trees.

5 Sprinklers

Sprinkler contractor fixed one nozzle on island 2, and two on island 3.

6 Canals

Need to keep Portofino drainage clear.

7 Fences

Fence post caps are installations are complete. Dale to pickup spare caps and mold.

Motion

Approve \$325 extra for Caps

Approved 5:0

8 Lighting/Flags

No Action

9 Gazebo

Pressure washing complete. There is still a small hole in the roof.

10 Web Page

Discussed web site. Need to get control of the domain. Need bids for updates. Dale to get info from Bill and HOA documents.

11 Storage

Rent is now paid up through 10/31/16. Plan to move to indoor storage Approx \$55/mo. Move planned for Sat. 1/30/16

12 Meeting Loc

Next meeting 2/18/16 Tom's home at 2767 Village Park Dr.

13 Mail Boxes

No action

14 Portofino

3 months behind. Carol and June to inquire about payment.

15 HOA Laws

no action.

16 Dues

Dues are coming in.

NEW BUSINESS

17 2696 Village Park Approve paint colors as presented.

Motion Approve

Approved 5:0

18 2632 Chapparral Dr Approve paint colors as presented.

Motion Approve

Approved 5:0

Dale LeVey – President

LONGWOOD HOMEOWNERS ASSOCIATION
3181 Village Park Drive
Longwoodhoa.org
BOARD MEETING MINUTES

File: min0216.doc	Member	Term	Phone	E-Mail	Present	Area
Date: 2/18/16	Pres – Dale LeVey	14-17	254-9947	Dalelevey@att.net	y	Pres
Time: 7:30 PM	VP – June Lewis	14-17	253-0241	Jlewis1718@cfl.rr.com	y	
Location: Tom's	Sec - Open				n	Web
Home	Mem - Tom Sylvester	13-16	259-2598	Tomjudysylvester@hotmail.com	y	
	Mem – Geo McDaniel	13-16	259-4194	monrie@aol.com	y	Lawn
	Mem – Sally McCullough	15-18	259-6853	bensallym@cfl.rr.com	y	
	Treas – Carol Iannucelli	15-18	610-554-6774	iannucelli@gmail.com	y	Treas
Guests:	Arch – By Board					

OLD BUSINESS

1 Previous Minutes Minutes from 1/21/16 were read and approved.

2 Treasurer's Report

SunTrust CK	Well Fargo Ck	CD #1	CD #2	Bus Sv	Total

Checking, Bus & CDs are at Wells Fargo

3 Dues

Yr	No.	Lots
2015	3 unpaid	62,70,271

34 lots paid by end of Jan. 2nd Notices sent.
 Lot 35 3360 Chapparral Ct Is disputing dues. Claims they were paid in Jan. 15
 Leins filed in 2015
 3 unpaid properties for 2015; Now due \$1723.00

4 Lawn

Estimate for island tree trimming is \$2100.

Motion

Approve Upto \$2700 to trim Island trees plus Gazebo trees
Approved 6:0

5 Sprinklers

Sprinkler maintenance is on going.

6 Canals

Discussion about West canal out flow pipe. Outflow box /pipe is being undermined. Drainage pipe along Lk Wash road has numerous holes (at least for 80 feet) needs repair/replacement. Contractor contacted Brevard county about repair. County says its Longwood's responsibility to repair. Dale to pursue the issue with the county.

7 Fences

Fence post spare caps and molds are in storage facility.

8 Lighting/Flags

Tom replaced flags at both entrances.

9 Gazebo

There is still a small hole in the roof.

10 Web Page

Domain account info and HOA documents obtained from Bill. Aegis Networks presented proposal for updating web page and creating online update capability. Includes training documentation.

Motion

Approve \$1000 for website upgrade and modification **Approved 6:0**

11 Storage

Rent is now paid up through 08/31/16. Moved to indoor storage and Uncle Bobs. Unit 1205 June, Dale, And Carol have keys. Combination lock was not an option.

12 Meeting Loc

Next meeting 3/17/16 George's home at 2681 Longwood Blvd.

13 Mail Boxes

Area getting covered in mold. Needs cleaned. George offered to try some cleaner he has.

14 Portofino

Paid thru Nov. Still behind Dec and Jan. Discussed using legal action if more than 30 days late..

15 HOA Laws no action.

16 Dues 34 unpaid. 2nd notices sent

NEW BUSINESS

17 2753 Chapparal Dr Approve paint colors as presented.

Motion

Approve

Approved 4:1 Carol Abstained

17 Carol, June and Sally attended seminar with HOA attorney. Carol to have attorney come to next meeting to discuss updating Bylaws and deed restrictions. .

Dale LeVey – President

LONGWOOD HOMEOWNERS ASSOCIATION
3181 Village Park Drive
Longwoodhoa.org
BOARD MEETING MINUTES

File:	min0416.doc	Member	Term	Phone	E-Mail	Present	Area
Date:	5/19/16	Pres – Dale LeVey	14-17	254-9947	Dalelevey@att.net	y	Pres
Time:	7:30 PM	VP – June Lewis	14-17	253-0241	Jlewis1718@cfl.rr.com	y	
Location:	Sally's Home	Sec - Open				n	Web
		Mem - Tom Sylvester	13-16	259-2598	Tomjudysylvester@hotmail.com	y	
		Mem – Geo McDaniel	13-16	259-4194	monrie@aol.com	y	Lawn
		Mem – Sally McCullough	15-18	259-6853	bensallym@cfl.rr.com	y	
		Treas – Carol Iannucelli	15-18	610-554-6774	iannucelli@gmail.com	y	Treas
Guests:		Arch – By Board					

OLD BUSINESS

1 Previous Minutes Minutes from 4/21/16 were read and approved.

2 Treasurer's Report

SunTrust CK	Well Fargo Ck	CD #1	CD #2	Bus Sv	Total

Checking, Bus & CDs are at Wells Fargo

3 Dues

Yr	No.	Lots
2015	3 unpaid	62,70,271

9 outstanding liens
 Lot 35 3360 Chapparral Ct paid
 3 unpaid properties for 2015; Now due \$1723.00
 Portofino Feb and Mar, but not Jan
 Carol will create budget for for 2016 June - December

Motion

Approved Treasurer to remove all liens.

DisApproved 3:3

4 Lawn

Complaint from home owner alone west canal that lawn care service killed Bogin villas in their yard. Dale to look into.
 Meyers lawn care claim home owner along west canal cut down a hardwood tree.
 Dale to look into.
 Myers proposal for replanting or removing shrubs on islands

1. Replace dying \$1125
2. Missing plants \$840
3. Mulch \$2762
4. Total \$4730

Remove bushes and sod \$7050

1. Would save \$1200 in lawn care
2. Would save \$1600 in mulch.

Motion

Table above decision until new board elected.

5 Sprinklers

Islands watering time increased.

6 Canals

Work complete on outflow boxes. East canal box still needs minor repair Brevard excavating notified.

7 Fences

No action

8 Lighting/Flags

No action.

9 Gazebo

No action

10 Web Page

Donna Miller taking over maint of web page.

11 Storage

Rent is now paid up through 08/31/16.

12 Meeting Loc

Next meeting 6/16/16 Dale's home at 2607 Chapparral Dr..

13 Mail Boxes

Bulletin boards ordered.

14 Portofino Paid Feb and Mar but not Jan. Property is being sold. Have been in contact with buyer

15 HOA Laws Pursuing renewal of HOA bylaws and deed restrictions. Plan to send out a letter explaining the process. Have to follow Florida statute 720. Will need to form a committee to work this.

Motion **Approve Upto \$600 for attorney to produce a letter explaining HOA revitalization process to send to all homeowners**
Approve 6:0

16 Dues **No action**

NEW BUSINESS

Dale LeVey – President

Longwood Homeowners' Association

3181 Village Park Drive

Melbourne, FL 32934

ANNUAL HOMEOWNERS' MEETING MINUTES

June 6, 2016

- 1. CALL TO ORDER** President Dale LeVey called the annual meeting of all Longwood HOA homeowners into session at 7:07 p.m. at Harbor City Christian Church located at 3210 Aurora Road, Melbourne, FL. Mr. LeVey declared there was a quorum present.
- 2. BOARD MEMBER INTRODUCTIONS** The president introduced the board members to the attendees.
- 3. MINUTES OF 2015 ANNUAL MEETING** Mr. LeVey read aloud the 2015 annual meeting minutes to the audience. These minutes are also posted on the association's website. Vice President June Lewis moved to accept the minutes. The motion was unanimously approved.
- 4. TREASURER'S REPORT** Treasurer Carol Ianucelli presented the treasurer's report which included changes to the association's fiscal year to return to the calendar year, employment of the Prince CPA Group to perform our bookkeeping, changes to the funds, banking accounts, financial filings and reports. The added cost for the professional accounting will add a basic cost of \$3,600.00 to the association's annual budget. A change in venue for board meetings will be enacted to discontinue meeting in the homes of board members to allow for larger numbers of persons to attend at a cost of \$1,200.00 per year. June Lewis moved to accept the report. The motion was accepted.
- 5 & 6. 2015/2016 PROJECTS** June Lewis presented a brief description of new projects approved by board action during the last fiscal year. Her report capsulized the need and response taken by the board to remedy the needs. The projects included completion of the neighborhood's perimeter fence by designing

and installing fence column caps and repaint the columns; cleaning up of both the east and west drainage canals; adding lighted signs for use by the board and homeowners under regulation by the board; a new contractor to provide lawn and canal maintenance; and repairs to bring upgrades to storm drains with assistance from city and county resources.

7. BYLAWS/DEED RESTRICTIONS RENEWAL Dale LeVey announced the board's actions to renew the association's bylaws and deed restrictions with the State of Florida. Letters of explanation will be forthcoming in the near future to explain this need and process to update our governing documents as outlined in Florida Statute 720. He predicted completion of this by the end of 2016. The board is utilizing the legal support of David Larkin, Esq.

8. ELECTION OF DIRECTORS Dale LeVey opened the floor for nominations for three directors to the board. The following were nominated, agreed to serve a three year term. [James Delaport (2731 Longwood Blvd.), James Gilbert (2581 Chapparral Dr.) and Christopher Lett (2539 Longwood Blvd.)]. Jim Emken (past board member) moved to elect the three nominees by acclamation. The motion was passed by voice vote.

9. NEW BUSINESS A report on the renewal of the association's website was given. Bill Harris (past board member) requested that a history and list of serving directors be kept in the updated website. Dale announced the upcoming change in ownership of Portofino Villas.

10. ADJOURNMENT Dale LeVey adjourned the meeting at 8:46 p.m.

(Minutes taken by Tom Sylvester at the request of the President)

LONGWOOD HOMEOWNERS ASSOCIATION
3181 Village Park Drive Melbourne FL 32934
Longwoodhoa.org
BOARD MEETING MINUTES

File:	LHOA0716.doc	Member	Term	Phone	E-Mail	Present	Area	
Date:	7/21/16	Pres – Dale LeVey	14-17	254-9947	Dalelevey@att.net	Y	Pres	
Time:	7:30 PM	VP – June Lewis	14-17	253-0241	Jlewis1718@cfl.rr.com	Y	V Pres	
Location:	Frankie's Wings	Sec – James DeLaPorte	16-19	321-505-5711	jjdlp@delapl.com	Y	Sec	
		Mem – Chris Lett	16-19		cmlett78@gmail.com	y		
		Mem – Jim Gilbert	16-19		freeholy@yahoo.com	y		
		Mem – Sally McCullough	15-18	259-6853	bensallym@cfl.rr.com	y		
		Treas – Carol Lannucelli	15-18	610-554-6774	lannucelli@gmail.com	y	Treas	
		Guests	Multiple Home Owners				y	Web

OLD BUSINESS

1 Previous Minutes Minutes from 6/16/16 were read and approved.

2 Treasurer Report

SunTrust CK	Well Fargo Ck	CD #1	CD #2	Bus Sv	Total

Checking, Bus & CDs are at Wells Fargo. Portofino paid thru May

Board expressed desire to share budget data privately with HOA members. James took the action to see if there is a technology solution available via website to accomplish this.

3 Dues

Yr.	No.	Location
2015	3 unpaid	Lot 62 – Lot 70 – Lot 271

Motion: Approved Treasurer Report

Approved 6:0
Member Chris Absent for Vote

4 Lawn

Hired new contractor – Added extra mulch around entrances.

5 Sprinklers

Re-did timer installations on some of the islands. Terminated contract with current lawn maintenance contractor and withheld last billing from them.

6 Canals

East canal box still needs minor repair Brevard excavating notified. No action from BC yet. Dale inspected the drainage from Publix Plaza. Suspect their parking lot is indeed draining into our canals (We own both sides of the canal). If validated we wish to ask the Plaza owners to share costs to maintain it. Suggestion was to change the current 50% Longwood and 50% Portofino's agreement to 33% Longwood / 33% Portofino's / 33% Plaza Owners.

7 Fences

Our Wickham Rd fence was damaged as a result of a Melbourne Police stolen car chase thru our neighborhood. Car came into our neighborhood and crashed thru owner fence on Village Park (that backs up to Wickham) in an attempt to get back onto Wickham rd. Car stopped when it hit a palm tree / our border fence. There was slight damage to our fence. We do not anticipate any repair costs at this time. If costs are incurred we will attempt to get original car owners insurance to pay for it.

8 Lighting/Flags

No actions.

9 Gazebo

June touched up the paint on the Gazebo.

10 Web Page

Donna Miller New web page is up and running.

11 Storage

Rent is now paid up through 08/31/16.

12 Meeting Loc

Next meeting 8/18/16 at Frankie's Wings and Things 1981 N. Wickham Rd. Melbourne at 7PM.

13 Mail Boxes

No actions.

13 Bulletin Board New bulletin boards are in place. Boards are for intended for use by members (owners) or residents (renters) only. Rules governing their use will be included in the next mailing to all home owners.

14 Portofino New owners are being pro-active on financial commitments regarding canal maintenance.

15 HOA Laws New revitalization committee proposed to re-evaluate the Declarants and Use (Deed) Restrictions for potential revision. Committee includes Carol Lannucelli,Carolynn Howell, Bill Harris, James DeLaPorte, Laura Carter, June Lewis, Sally McCullough.

Motion: Approve Revitalization Committee

**Approved 6:0
Member Carol Absent for Vote**

Plan is to take draft of proposed changes suggested by the Board to the home owners for Review / input / comments / changes / additions. Need 139 home owners to agree prior to submittal to the State. Need to follow process define in state regulation 720. James took action to accomplish this by next Board Meeting. Dale took action to determine which version of the documents is the latest document to use to start the review and edit process.

16 Dues **No action**

NEW BUSINESS

Architectural Control Committee

James asked Dale to convene a special members meeting for the election of revitalized Architectural Control Committee. Dale declined to pending the decision to do so, and the requirement to notify home owners (members) 15 days in advance. Dale took action to make a decision as to whether or not to call a special members meeting by the following Tuesday.

Resident Donna Potomski at 2607 Woodsmill Dr. presented permit / plan / and sketch of new additional driveway.

Motion: Approve Driveway

**Approved 5:1
Member June Opposed
Member Carol Absent for Vote**

Officer Elections

Member Carol Lannucelli submitted resignation from the Board and as Treasurer effective July 31, 2016.

James offered to fill in vacancy of Treasurer and resign as Secretary effective next board meeting.

Motion: Approve James as Treasurer

**Approved 6:0
Member Carol Absent for Vote**

James nominated Laura carter to fill vacancy of Secretary.

Motion: Approved Laura as Secretary

**Approved 6:0
Member Carol Absent for Vote**

**LONGWOOD HOMEOWNERS ASSOCIATION
3181 VILLAGE PARK DRIVE, MELBOURNE, FL 32934
BOARD OF DIRECTORS – REGULAR MEETING MINUTES**

Meeting Date: August 25, 2016

Location: Frankie’s Wings and Things; 1981 N. Wickham Road, Melbourne, FL 32935

File: Minutes 8_25_2016 Directors Mtg.docx

Attendees:

Board of Directors:

Dale LeVey, President	Present
June Lewis, Vice-President	Present
James DeLaPorte, Treasurer	Absent
Laura Carter, Secretary	Present
Chris Lett, Member	Absent
Sally McCullough, Member	Present
<u>Jim Gilbert, Member</u>	<u>Present</u>

Others Present: (7) Home Owners (Members) and (3) Guest

Item 1. Call to Order

Longwood HOA Board of Director’s President, Dale LeVey called the meeting to order at 7:05 p.m.

Item 2. Approval of Minutes – July 21, 2016

Mr. LeVey provided an overview of the meeting minutes from July 21, 2016. There was discussion related to financial information being left blank. Mr. LeVey stated this information is currently not being included due to security concerns with the minutes being posted on the association’s website. It is being looked into what information can be posted without jeopardizing security of the association’s financial records.

Motion by Ms. McCullough to approve meeting minutes of the Longwood HOA Board of Director’s meeting held on July 21, 2016. Motion passed unanimously. 5:0

Item 3A. Treasurer Report

Treasurer report was included in agenda package handout and was reviewed by Board members. Ms. Lewis discussed the funds in the various accounts as the Treasurer, Mr. DeLePorte was absent.

As of 7/31/2016		7/1/16 – 7/31/16 Activity	
Total Assets	Liabilities	Revenues	Expenses
\$107,561.59	\$27,498.00	\$6,428.22	\$10,258.08

Checks Cleared = 6

Deposits = 3

Full report is on file and may be requested by any member.

Dues:

Uncollected Dues (No liens filed to date): Not Reported

Outstanding Liens: Not Reported

of Liens Satisfied: Not Reported

Discussion of what amount should be considered for dues to cover operating capital expenses in 2017 will be discussed at September meeting. Final amount of dues to be voted on in October.

Motion by Ms. Lewis to acknowledge receipt of treasurer’s report for financial statements through July 31, 2016. Motion passed unanimously. 5:0

A member of the association requested to see the last seven (7) years of financial documents held by the Board. Mr. LeVey stated arrangements can be made at a reasonable time to go to storage unit and view all records. Any member may request to see the association’s documents at any time.

Item 3B. Architectural Control Committee Report

Mr. LeVey provided information that the Architectural Control Committee can operate independent of the Board. Lack of member participation in the past resulted in current structure of the Board of Director’s also serving as the Architectural Control Committee. The bylaws state that the association shall appoint architectural committee. The Board is responsible for carrying out the duties of the bylaws therefore the reason the Board was fulfilling this obligation for the members.

Mr. LeVey provided a brief overview of the responsibilities and duties that members of the Architectural Control Committee would be responsible for administering. Further details of the Architectural Control Committee responsibilities are provided in the Declaration of Covenants and Bylaws of the Association.

The following members were nominated to be on the Architectural Control Committee: Ms. Sally McCullough, Mr. John McAvey, Mr. Joe Munden, Mr. Bill Harris and Mr. Jim Gilbert.

Motion by Ms. Carter to appoint the five (5) nominees as the Architectural Control Committee. Motion passed unanimously. 5:0

Mr. LeVey provided guidance on how committee should function and suggested the committee appoint a Chairman and all requests to the committee by members should be in writing. Results of requests should be submitted to the Secretary for record keeping. Mr. LeVey further asked for one member of the committee to attend board meetings to report activities accomplished.

Item 3C. Revitalization of Covenants Committee Report

A summary of activity conducted to date with a draft timeline for the revitalization process was presented by Ms. Carter. There is a need to have 3 members on committee. Ms. Howell, Ms. Carter, Ms. Lewis, Ms. McCullough and Ms. Lannucelli resigned from further participation on the committee.

Discussion was held regarding what would happen if Declarations do not get revitalized and if owner’s do not want to be included. Mr. LeVey provided potential effects which include the inability of the Association to maintain the common areas, especially the canal/drainage system of the subdivision.

Mr. LeVey volunteered to be on revitalization committee due to statutory requirement that there must be at least three (3) members on the committee.

**Motion by Ms. Lewis to include Mr. LeVey as member of revitalization committee.
Motion passed unanimously. 5:0**

Previously appointed committee members, Mr. Harris and Mr. DeLaPorte remain members of the committee.

Ms. Lewis has gathered many of the needed documents and stated she would turn them over to Mr. Harris.

Item 4. Member Forum

No actions or discussion brought forward by any of the attending members.

Item 5A. Maintenance

- **Lawn Service:** Ms. Lewis contacted new contractor and coordinated effort to get island grasses and bushes looking revived and acceptable. Contractor to replace dead plants.
- **Sprinklers:** For \$150/month sub-contractor to maintain sprinklers through lawn contractor. All islands have new timers and appear to be working well.
- **Canals:** Couch from Portofino found in east canal. Ms. Lewis coordinated removal.
- **Fences:** Damage to fence from minor from law enforcement activity was noted as not worth pursuing as it is minimal and no claims are being filed.
- **Lighting/Flags:** No action
- **Gazebo:** No action
- **Mail Boxes:** No action
- **Bulletin Board:** No action

Item 5B. General Activities:

- **Portofino:** Paid up to date.
- **Website:** Ms. Mills resigned from maintaining website. Mr. DeLePorte is working on changes. Mr. LeVey stated that Mr. DeLePorte had requested the creation of email addresses for all board members use. Providing emails for all homeowners needs further evaluation and explanation for how will it be maintained and administered before moving forward with implementation.

Mr. LeVey expressed concern that access to administrative side of website has been changed. Mr. DeLePorte will be asked to restore access for all board members.

- [Meeting Agenda's and Public Notices](#): Ms. Carter inquired if there are any additional meetings established for the Board of Director's after the one scheduled on October 20, 2016. Mr. LeVey stated that Board meetings are held the 3rd Thursday of every month. Ms. Carter to prepare calendar listing all meetings for the upcoming 2017 calendar year. The 2017 calendar will be presented at November Board meeting for approval and will then be posted on bulletin boards. Remaining board meetings for 2016 were noted as 9/15/2016; 10/20/2016; 11/17/2016; and 12/15/2016.
- [Meeting Location](#): Frankie's Wings and Things will remain as location until further notice.
- [Storage Facility](#): Association materials and documents are stored at Bobs Storage Facility on Wickham Road. Ms. Lewis coordinated with facility and unit is paid in full for another year, up through 8/31/2017.
- [Board of Director's membership and Officer Positions](#): Mr. Gilbert commented that Mr. DeLePorte should be removed as Treasurer due to inability to perform duties satisfactorily.

Motion by Mr. Gilbert to remove Mr. DeLePorte as Treasurer. Motion passed 4:1

Mr. LeVey stated that the position of Treasurer needed to be filled. Mr. LeVey stated that only the officer position of President was required to be a member on the Board of Director's. All other officers are not required to be on the Board. Ms. LeVey volunteered to temporarily fulfill the duties of the Treasurer position.

Motion by Ms. Lewis to appoint Ms. LeVey as Treasurer in a temporary capacity until such time as a permanent volunteer can be found. Motion passed 5:0

Item 6. New Business

No new business items were discussed or presented to the Board.

Item 7. Adjourn

Mr. LeVey adjourned the meeting at 8:21 p.m.

These minutes respectfully submitted by Laura Carter, Secretary.

Approved by LHOA Board of Director's on September 15, 2016.

**LONGWOOD HOMEOWNERS ASSOCIATION
3181 VILLAGE PARK DRIVE, MELBOURNE, FL 32934
BOARD OF DIRECTORS – REGULAR MEETING MINUTES**

Meeting Date: **September 15, 2016**

Location: Frankie’s Wings and Things; 1981 N. Wickham Road, Melbourne, FL 32935

File: [Minutes 9_15_2016 Directors Mtg.docx](#)

Attendees:

Board of Directors:

Dale LeVey, President	Present
June Lewis, Vice-President	Present
James DeLaPorte	Present
Laura Carter, Secretary	Present
Chris Lett, Member	Absent – Tendered Resignation
Sally McCullough, Member	Present
<u>Jim Gilbert, Member</u>	<u>Present</u>

Others Present: Janelle LeVey, Treasurer; (2) Home Owners

Item 1. Call to Order: Longwood HOA Board of Director’s President, Dale LeVey called the meeting to order at 7:02 p.m.

Item 2. Approval of Minutes – August 25, 2016: Ms. Carter provided a summary of the meeting minutes from August 25, 2016.

Motion by Mr. LeVey, seconded by Mr. DeLaPorte to approve meeting minutes of the Longwood HOA Board of Director’s meeting held on August 25, 2016. Motion passed unanimously. 6:0

Item 3A. Treasurer Report: Treasurer report was included in agenda package handout and was reviewed by Board members. Ms. LeVey discussed the funds in the various accounts.

As of 8/31/2016		8/1/16 – 8/31/16 Activity	
Total Assets	Liabilities	Deposits	Expenses
\$104,433.60	\$21,996.00	\$20,284.00	\$5,569.66

Checks Cleared = 7

Deposits = 2

Full report is on file and may be requested by any member.

Motion by Ms. Lewis, second by Ms. Carter to acknowledge receipt of treasurer’s report for financial statements through August 31, 2016. Motion passed unanimously. 6:0

Mr. DeLaPorte stated that all materials and documents he had in relation to the functions of treasurer, were placed in the storage unit and keys to the mailbox and storage facility were turned into the secretary.

Item 3B. Architectural Control Committee Report: A sample form was developed by the committee that could be used by homeowners to document and submit a request for approval of architectural changes to their residence. The committee will finalize the form and present to

the Board when completed. It was requested by the Board that the committee develop a process for members to follow identifying what steps need to be followed to get architectural approval. The architectural committee is working on formalizing their procedures and will be appointing a chair.

Item 3C. Revitalization of Covenants Committee Report: Mr. LeVey stated that the committee met and developed a plan for moving forward with the revitalization process. Mr. DeLaPorte went over the steps that were discussed. Some of the steps included:

- The original declaration of covenants document and amendments will be incorporated into a new comprehensive document. Mr. Harris is developing the Word document for this. The Declarant will be changed to Longwood Homeowners' since the original declarant listed on the documents was the development builder, which is no longer appropriate.
- Changes to restrictions, removing sheds and front screen porches as prohibited items was recommended to be removed. Also, it was suggested that the number of members required to approve future changes to the Declarants be changed from $\frac{3}{4}$ to $\frac{1}{2}$.
- A draft of the changes will be brought forth for members to provide input on. Members will be given a thirty (30) day comment period. Once all comments and changes are agreed upon, a final, clean document will then be distributed and voted upon at a member meeting.
- An outreach program, door to door, gatherings with homeowners will be implemented to provide explanation of what the revitalization process is and why it is being done.

Included as part of the package to be mailed to members will be an electronic communication approval form. If the approval form is submitted by any member, it will then allow communications and notifications to be done electronically.

The amount of funding needed to compile, copy and transmit materials to the members will be brought to the board, when available, for board approval.

Item 4. Member Forum: No comments were received.

Item 5A. Maintenance

- **Lawn Service:** No action
- **Sprinklers:** Mr. DeLaPorte commented that some of the sprinklers are no longer vertical. Mr. Gilbert was asked to contact contractor to straighten those that are askew.
- **Canals:** Mr. LeVey stated that recent rain event caused road and some yard flooding. The east canal outflow box was clogged with debris, which was removed by board members at the time of the event. This relieved the flooding issue at the time. Flooding issue occurs every time these outflow boxes get clogged.

Ms. Lewis contacted grating company that cleaned out system. Melbourne engineering department was contacted and it was suggested a fencing system be placed around outflow box to prevent future issues due from debris. Mr. Gilbert to obtain, at a minimum, two quotes to install fence prior to culvert to catch debris.

Mr. LeVey stated that debris is the immediate problem. The lawn maintenance service company is paid to remove the algae. Current spraying is not effective and they will be trying a new spray. Mr. Gilbert is to discuss with lawn care maintenance contractor additional measures to keep canal clean and culvert clear of debris.

Mr. Gilbert presented an estimate received from Myers Lawns to trim up trees along east canal.

Motion by Ms. Carter, second by Ms. Lewis to have Mr. Gilbert obtain detailed quote from Myers Lawns to clean up east and T canals that includes trimming, debris removal and if appropriate, removal of palm trees and Brazilian Peppers. Authorization granted to Mr. Gilbert for approval of up to \$6,000.00 for work. Motion passed unanimously. 6:0

- [Fences](#): Well water use from homeowner is staining fence on north perimeter. Mr. LeVey will ask homeowner to adjust sprinkler to stop the staining.
- [Lighting/Flags](#): Mr. DeLePorte was approached by a homeowner to brighten the lights on Wickham Road entrance. These lights were recently replaced and efforts have already been made to improve the lighting.
- [Gazebo](#): Combination lock at canal fence was replaced by Mr. LeVey due to no longer working.
- [Mail Boxes](#): No action
- [Bulletin Board](#): Mr. DeLePorte prepared a draft policy for use of bulletin boards that was reviewed by Board. Item 9, promoting businesses was recommended to be removed from policy.

Item 5B. General Activities:

- [Portofino](#): Paid up to date.
- [Website](#): Secretary to look into how to post homeowners association materials to website, specifically meeting notices and minutes.
- [Meeting Agenda's and Public Notices](#): Next Board meeting October 20, 2016, 7:00 p.m.
- [Meeting Location](#): Frankie's Wings 'n Things
- [Storage Facility](#): Ms. Howell, a member of the LHOA volunteered to organize and file materials stored at the storage facility. This activity has been completed.
- [Board of Director's membership and Officer Positions](#): Mr. Lett tendered his resignation from the board. At next board meeting nominations will be accepted and vacancy will be filled.

Item 6A. Discussion and Approval RE: Member comment time

Members have the right to speak at all Board and member meetings. Under the Member Forum agenda item, comment time was agreed to be no more than three (3) minutes unless waived by the Board.

Item 6B. Discussion and Approval RE: Longwood Subdivision Survey

Ms. LeVey to provide names of survey companies that can be used to obtain estimates.

Item 6D. Discussion RE: Draft Amount of 2017 Dues

Mr. LeVey stated that the Board can ask members to fund association voluntarily but cannot ask for dues until revitalization is complete.

New Business

Mr. LeVey provided copies of a letter from the legal firm of Frese Hansen, representing Mr. DeLaPorte. The letter was seeking immediate action by the Longwood HOA Board to conduct the revitalization process as required by F.S. 720, Part III.

It was stated that the Board was made aware of the need to revitalize in April, 2016 by legal counsel. In June, members were sent a letter stating the need to form a committee and pursue revitalizing the declaration of covenants. In July, a committee was formed, followed by a restructuring membership of the committee in August. The committee has met and a plan is in place to fulfill the revitalization process. Mr. LeVey stated he contacted Frese Hansen and informed him of the actions taken to date and that efforts are being made.

Mr. DeLaPorte responded that he had not authorized his attorney to serve the letter and that he was satisfied with the actions and plan in place for revitalization.

Mr. LeVey will prepare a formal written response to Frese Hansen, stating that Mr. DeLaPorte is satisfied and is in agreement that no further action by his legal counsel is necessary.

Item 7. Adjourn

Mr. LeVey adjourned the meeting at 8:59 p.m.

These minutes respectfully submitted by Laura Carter, Secretary.

Approved by LHOA Board of Director's on October 20, 2016.

**LONGWOOD HOMEOWNERS ASSOCIATION
3181 VILLAGE PARK DRIVE, MELBOURNE, FL 32934
BOARD OF DIRECTORS – REGULAR MEETING MINUTES**

Meeting Date: **October 20, 2016**

Location: Frankie’s Wings and Things; 1981 N. Wickham Road, Melbourne, FL 32935

File: [Minutes 10_20_2016 Directors Mtg.docx](#)

Attendees:

Board of Directors:

Dale LeVey, President	Present
June Lewis, Vice-President	Present
James DeLaPorte	Present
Laura Carter, Secretary	Present
Sally McCullough, Member	Present
<u>Jim Gilbert, Member</u>	<u>Present</u>

Others Present: Janeil LeVey, Treasurer; (9) Home Owners (Members) and (1) Guest

Item 1. Call to Order: Longwood HOA Board of Director’s President, Dale LeVey called the meeting to order at 7:01 p.m.

Item 2. Approval of Minutes – September 15, 2016: Ms. Carter provided a summary of the meeting minutes from September 15, 2016. Corrections noted on page 4 for spelling of Mr. LeVey’s name.

Motion by Mrs. Lewis, seconded by Ms. McCullough to approve meeting minutes of the Longwood HOA Board of Director’s meeting held on September 15, 2016. Motion passed unanimously. 6:0

Item 3A. Treasurer Report: Treasurer report was provided to members and was reviewed by Board members. Ms. LeVey discussed the funds in the various accounts.

<u>As of 9/30/2016</u>		<u>9/1/16 – 9/30/16 Activity</u>	
Total Assets	Liabilities	Revenues	Expenses
\$101,818.28	\$16,496.00	\$5,987.47	\$3,102.79

Full report is on file and may be requested by any member.

Motion by Ms. Carter, second by Ms. McCullough to acknowledge receipt of treasurer’s report for financial statements through September 30, 2016. Motion passed unanimously. 6:0

Item 3B. Architectural Control Committee Report: Mr. Harris provided update on a few requests that have come through. There are no immediate issues. New roof and fences are expected due to recent storm damage on a few properties.

Item 3C. Revitalization of Covenants Committee Report: Mr. LeVey reported that the committee had met and reviewed documents. Additional corrections are needed before being submitted for review. Once draft is ready, Committee requested permission to have documents reviewed by attorney, Mr. Larkin.

Motion by Ms. Lewis, second by Mr. Gilbert to authorize up to \$300.00 for review of draft documents related to the revitalization by attorney Mr. Larkin. Motion passed unanimously. 6:0

Item 4. Member Forum: Member inquired about the board and its operations. Mr. LeVey reviewed in general the process for the revitalization and how members will be able to be involved.

Ms. Potomski reported that her driveway has been completed and received final approval from the City of Melbourne.

A request was made for signage to be implemented at entrances stating 'No Soliciting'.

Item 5A. Maintenance

- **Lawn Service:** Meyers Landscaping has been providing decent service and it was noted that they had done a good job on cleaning up gazebo area after hurricane.
- **Sprinklers:** Mr. Gilbert verified there was a repair conducted on island #4. Islands #5 and #6 still have sprinklers askew, Mr. Gilbert to inquire about fixing.
- **Canals:** Concern was stated that canals are still not being maintained satisfactorily by Meyers Landscaping. Mr. LeVey was presented with photos of canal debris and will bring to Meyers to inquire about maintenance schedule. Also, the chemicals currently being used on canals to treat algae growth will be changed in an effort to be more effective.

Mr. DeLaPorte stated he had installed a debris catching fencing structure on east canal outflow box due to impending hurricane. Ms. Lewis stated that excavators had also conducted work in an effort to help prevent future flooding.

Mr. LeVey stated he has been in contact with City of Melbourne regarding their drain pipes under Lake Washington and that there appears that something is clogging system preventing good flow. City is currently working on west side of neighborhood on drain system. It was noted that they need to make sure they work on east side also.

Mr. LeVey stated canals had received damage from hurricane, trees had fallen on some homeowner's yards are some fell into the canals. An estimate was obtained from Meyers Landscaping in the amount of \$2,300 for removal of trees on west canal.

Motion by Mr. DeLaPorte, second by Ms. McCollough to authorize \$2,300.00 for removal of trees from west canal. Motion passed unanimously. 6:0

The east and T canals were also discussed and a separate estimate of \$7,375 from Meyers for removal of palm trees, invasive species, and overhanging vegetation was obtained by Mr. Gilbert as was requested from previous Board meeting in September. Estimate was reviewed and read by Mr. LeVey.

Motion by Ms. McCullough, second by Mr. DeLaPorte to approve estimate for trimming and removing of fallen and dead trees only (no palm trees to be removed at this time) in an amount not to exceed \$6,600. Motion passed unanimously. 6:0

Mr. LeVey stated he and anyone interested will walk the canals and mark which trees to be removed under a separate estimate.

- [Fences](#): Fences that were down have been replaced by homeowners. Lake Washington, west of entrance, post is broken and may need to be replaced.
- [Lighting/Flags](#): Spotlight on Lake Washington entrance flag, mounting arm is needed and Mr. LeVey has ordered new one and will replace. Lights that are out will be replaced stated Mr. Gilbert.
- [Gazebo](#): No action.
- [Mail Boxes](#): No action.
- [Bulletin Board](#): No action.

Item 5B. General Activities:

- [Portofino](#): It has been brought to the board's attention by the CPA that Portofino has not been paying its monthly canal maintenance fee since June. They owe for July, August and September. Inquiry will be made to Portofino owners to see what can be done.
- [Website](#): Ms. Carter was able to upload files but has not made any edits to site. Ms. Carter requested someone else be appointed to manage the site. Mr. Harris accepted request to manage site.
- [Meeting Agenda's and Public Notices](#): Next Board meeting November 17, 2016, 7:00 p.m.
- [Meeting Location](#): Frankie's Wings 'n Things
- [Storage Facility](#): No action.
- [Board of Director's membership and Officer Positions](#): Mr. Lett tendered his resignation from the board. He has not provided a formal written resignation but with three absences in a row, in accordance with HOA Bylaws, he may be removed.

Board entertained nominations from attendees to fill board vacancy. Mr. Bill Harris, Ms. Christina Zizian and Ms. Maggie Brown were nominated.

Mr. Bill Harris appointed to board by majority vote.

New Business

No solicitation signs were requested to be posted at entrances. Quote to be obtained to determine cost of adding to entrances.

Item 7. Adjourn

Mr. LeVey adjourned the meeting at 8:20 p.m.

These minutes respectfully submitted by Laura Carter, Secretary.

Approved by LHOA Board of Director's on November 17, 2016.

LONGWOOD HOMEOWNERS ASSOCIATION
3181 Village Park Drive
Longwoodhoa.org
BOARD MEETING MINUTES

File:	min1116.doc	Member	Term	Phone	E-Mail	Present	Area
Date:	11/17/16	Pres – Dale LeVey	14-17	254-9947	Dalelevey@att.net	y	Pres
Time:	7:00 PM	VP – June Lewis	14-17	253-0241	Jlewis1718@cfl.rr.com	n	
Location:	Frankie's	Sec - Laura Carter	16-19	775-3567	secretary@longwoodhoa.org	n	
		Sec - Bill Harris	16-19	223-0819	wharris1@cfl.rr.com	y	Web
		James DeLaPorte	15-18	505-5711	boardmember1@longwoodhoa.org	y	
		James Gilbert	16-19		freehoig@yahoo.com	n	
		Mem – Sally McCullough	15-18	259-6853	bensallym@cfl.rr.com	y	
Guests:							

REPORTS

- 1 **Previous Minutes** Minutes from 10/20/16 were read and approved.
- 2 **Treasurer's Report** Treasurer report was provided to members present for their review. Full report is on file and may be requested by any member,

Ck	CD #1	CD #2	Bus Sv	Total
				\$98,767.25

- 3 **Architectural** There are no actions pending before the committee.
- 4 **Revitalization** Drafts are complete and in review for the Deed Restrictions, Acknowledge of Package form, Vote form, and Email authorization form..

OLD BUSINESS

- 5 **Lawn** No report.
- 6 **Sprinklers** Repair status is unknown. James said some sprinklers are not watering and need adjustment,
- 7 **Canals** Dale talked to Myers about debris in canals. Cat-tails are also starting to grow in West canal. The \$6600 project on the East canal was previously approved but work has not started. James is to walk East canal and identify trees that are to be saved,.
- 8 **Fences** No action.
- 9 **Lighting/Flags** Lk Washington lights are out, Dale will investigate.
- 10 **Gazebo** There is still a small hole in the roof.
- 11 **Web Page** WeBill, the new Web master, is still trying to figure out new passwords..
- 12 **Storage** No action
- 13 **Mail Boxes** No action
- 14 **Bulletin Boards** No action
- 15 **Portofino** Dale talked to Michele. Portofino need our bill reorganized to show only what the owe. The total amount of canal expenses is confusing and causing a delay in us getting paid. Dale will handle..
- 16 **Meeting Loc** Next meeting 12/15/16 at Frankie's

NEW BUSINESS

- 17 **Christmas** Annual lighting contest was approved. Judging will be 12/20/16 to 12/22/16. Prizes for 1st: \$100, 2nd: \$50, 3rd & HM: \$25. Bill will make signs..

Bill Harris

**LONGWOOD HOMEOWNERS ASSOCIATION
3181 VILLAGE PARK DRIVE, MELBOURNE, FL 32934
BOARD OF DIRECTORS – REGULAR MEETING MINUTES**

Meeting Date: **December 15, 2016**

Location: Frankie's Wings and Things; 1981 N. Wickham Road, Melbourne, FL 32935

File: [Minutes 12_15_2016 Directors Mtg.docx](#)

Attendees:

Board of Directors:

Dale LeVey, President	Present
June Lewis, Vice-President	Present
James DeLaPorte	Present
Laura Carter, Secretary	Present
Sally McCullough, Member	Present
Bill Harris, Member	Present
<u>Jim Gilbert, Member</u>	<u>Present</u>

Others Present: Ms. LeVey, Treasurer; (2) Guest

Item 1. Call to Order: Longwood HOA Board of Director's President, Dale LeVey called the meeting to order at 7:03 p.m.

Item 2. Approval of Minutes – November 17, 2016: Mr. Harris provided a summary of the meeting minutes from November 17, 2016 as he filled in as secretary due to Ms. Carter's absence.

Motion by Mr. Harris to approve meeting minutes of the Longwood HOA Board of Director's meeting held on November 17, 2016. Motion passed unanimously. 5:0

Note: Ms. McCullough and Mr. DeLaPorte arrived at 7:08 p.m.

Item 3A. Treasurer Report: Treasurer report was provided and reviewed by Board. Mr. LeVey provided a brief overview of the report. Full report is on file and may be requested by any member.

Motion by Ms. McCullough to acknowledge receipt of treasurer's report for financial statements through November 30, 2016. Motion passed unanimously. 7:0

Item 3B. Architectural Control Committee Report: Nothing pending.

Item 3C. Revitalization of Covenants Committee Report: Committee is continuing to work on draft documents. Mr. DeLaPorte to review drafts and provide comments to committee.

Item 5A. Maintenance

- **Lawn Service:** Foxtail Palms on Lake Washington entrance, west side, need to be fertilized.

- [Sprinklers](#): Mr. DeLaPorte stated sprinklers remain askew in some areas. Mr. Gilbert will contact contractor to provide request a check on status of sprinklers and costs to repair that are not considered as part of regular maintenance contract.
- [Canals](#): East Canals remain to be cleaned up. Myers Landscaping has requested an update. Mr. DeLaPorte and Mr. LeVey to walk canal on 12/16/17 to identify trees to be cleared. Cost to build a similar debris trap that Mr. DeLaPorte built on east canal needed on west canal. Mr. DeLaPorte to provide cost estimate.
- [Fences](#): No action.
- [Lighting/Flags](#): Mr. LeVey fixed lights on Lake Washington. Tom Sylvester has been raising and lowering flags, however, no longer wishes to continue. Mr. LeVey to look into what resource to use for notification when to raise and lower flags and will take over flag duty.

Motion by Mr. Harris, second by Ms. Lewis authorizing up to \$70.00 for Ms. McCullough to purchase two (2) new flags. Motion pass unanimously. 7:0.

- [Gazebo](#): Hole remains in ceiling.
- [Mail Boxes](#): No action.
- [Bulletin Board](#): Ms. Carter to post solicitation for website maintenance volunteer.

Item 5B. General Activities:

- [Portofino](#): Mr. LeVey stated that they have not resolved settling past due invoices. Ms. Lewis said they had paid September. Mr. LeVey to visit Michele (HOA Accountant) to get update.
- [Website](#): Annual invoice for website hosting is due in March 2017. Mr. Harris withdrew from managing website.

Mr. LeVey to access website and get renewed. Mr. DeLaPorte suggested posting for a volunteer on bulletin board for new web manager. Mr. LeVey to look into solution.

- [Meeting Agenda's and Public Notices](#): Next Board meeting January 19, 2017, 7:00 p.m.
- [Meeting Location](#): Frankie's Wings 'n Things
- [Storage Facility](#): Ms. Lewis stated that Bob's Storage is changing name to Life Storage.
- [Board of Director's membership and Officer Positions](#): No action.

New Business

- A. No Solicitation Signage – Request was made to place under current entrance signage. Quote to be obtained by Mr. LeVey.

B. Lighting contest notice has been posted on bulletin boards. Judging to occur December 20 to 22 from 6:00 p.m.-9:00 p.m. Those Board members and other volunteers willing to participate in judging are asked to select and rank top five addresses during judging period. Judges are to bring votes to gazebo on Thursday, December 22 at 8:00 p.m. where Mr. Harris will tally results.

Item 7. Adjourn

Mr. LeVey adjourned the meeting at 7:52 p.m.

These minutes respectfully submitted by Laura Carter, Secretary.

Approved by LHOA Board of Director's on January 19, 2017.