

Longwood HOA

3181 Village Park Drive, Melbourne, FL 32934

Meeting Minutes

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LONGWOOD HOMEOWNERS' ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING MINUTES

19 JANUARY 2012

The meeting was called to order at 7:35 p.m. by Vice-President Mike Corby. The following were present: Mike Corby, Tom Sylvester, George McDaniel, Sally McCullough, and June Lewis. Absent were: Dale LeVey and Bill Harris. The meeting was held at the home of Sally McCullough.

OLD BUSINESS

Minutes December board meeting minutes were not available.

Treasurer's Report Account balances at the Wells Fargo Bank:

Checking \$59,971.17 CD #3468 \$13,457.94 CD #2674 \$45,809.52 TOTAL: \$119,238.63

Annual Dues 8 unpaid annual dues from 2011. 2012 dues have been paid by 178 (64.7%) homeowners at the end of December, 2011. 81.5% (224) have paid their 2012 dues by 1/19/12. The report was moved, seconded and accepted by the board. A request was made for an update on the preparation of a letter and billing for Portofino for past canal usage. The Treasurer indicated he needs to retrieve the records stored in our long-term storage facility in order to due to recalculations for the billing and will check with Bill Harris for access to the storage facility.

Lawns All hedge and garden beds have been mulched and the bill paid.

Sprinklers Nothing to report.

Canals The deteriorated drainage pipe has been repaired by the city.

Fences June Lewis reported that she had a meeting with Mr. Ralph Keller of the city's Code Enforcement Office. He shared that he had met with the manager of Portofino who felt the fence problems were Longwood's problem. June informed Mr. Keller that the fences belong to Portofino and must be tended to by them at their expense. He indicated he would meet again with Portofino's management.

Lighting/Flags Nothing to report.

Gazebo Nothing to report.

Web Page December minutes not posted.

Storage Nothing to report.

Meeting Location It was decided to meet at Dale LeVey's home for the February 16th meeting.

Drawings Mike indicated he still has the drawings.

Mailboxes Copies of bid estimates were shared from Register Pavers and Landscaping (2153 Rockledge Blvd, Rockledge, FL 32955) for installation of the mailboxes for a total bid price of \$12,300.00. The bid estimate included \$10,800.00 for concrete/pavers combo, \$600.00 for preparing the three areas, and \$900.00 for installing the mailboxes. Copies of Mailboxixchange price lists for the mailboxes were shared indicating a cost of \$30,599.00 for a total of 38 mailbox units. Total for the entire project estimated at \$42,899.00. June Lewis will contact USPS to get their requirements to be sure the bids match up with their needs and our funds. Mike confirmed that Gary Cunningham still intends to store the mailbox units until installation. It was hoped that the project could be completed before the annual meeting.

NEW BUSINESS

Discussed various homeowner concerns regarding possible illicit activities in resident's homes. It was shared that the Melbourne Police are aware of the situations.

A request from a homeowner for approval of color samples for use on the exterior of their home. The colors were reviewed, discussed and approved for use at 2651 Chapparral Drive.

ADJOURNMENT

The meeting was adjourned at 8:38 p.m. with thanks to Sally McCullough for the use of her home for the meeting.

Respectfully submitted,

Tom Sylvester, Recorder

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

File:	min0212.doc	Member	Term	Phone	E-Mail	Present	Area
Date:	2/16/12	Pres – Dale LeVey	11-14	254-9947	Dalelevey@att.net	n	Pres
Time:	7:30 PM	VP – Mike Corby	09-12	259-4210	mcorby@cocoa.org	y	
Location:	Tom Sylvester's	Sec - Bill Harris	09-12	242-0583	wharris1@cfl.rr.com	y	Web
	Home	Treas - Tom Sylvester	10-13	259-2598	Tomjudysylvester@hotmail.com	y	Treas
		Mem – Geo McDaniel	10-13	259-4194	monrie@aol.com	y	Lawn
		Mem – Sally McCullough	09-12	259-6853	bensallym@cfl.rr.com	y	
		Mem – June Lewis	11-14	253-0241	JLewis1718@cfl.rr.com	y	
Guests:	Anita Munden	Arch – By Board					

OLD BUSINESS

1 Previous Minutes Minutes from 1/19/12 and 12/15/11 were read and approved.

2 Treasurer's Report

Ck	CD	CD	Total
\$64,608.00	\$13,491.59	\$45,856.89	\$123,953.48

Checking & CDs are at Wells Fargo

3 Dues

Yr	No.	Lots
2011	8 unpaid	10,81,139,150,178,212,238,271
2012	245 paid (89%)	

All liens were updated for 2011

Tom sent reminder letters on late dues after Jan. Certified ltrs will go in March

4 Lawn

Mulch was purchased (\$2210) and installed by New Look Yard firm.. Ecor installed fertilizer and pesticide.

5 Sprinklers

George needs to work on sprinklers. Is 9 has a problem. Tim did some repairs.

6 Canals

Board discussed culverts collapsing. This should be the City or County's responsibility. ECOR cleans and maintains the aquatic weeds in the canals. ECOR (254-0930). City did repair a culvert during the no-name storm. There is a new washout near Mike's house. Mike will contact city.

7 Fences

No action.

8 Lighting/Flags

No action.

9 Gazebo

No action.

10 Web Page

Web site is current through Jan 2012

11 Storage

Rent is now paid up through 8/20/12

12 Meeting Loc

Next meeting: 3/15/12 Dale Levey's **2607 Chapparral Dr**

13 Drawings

Mike presently has Longwood drainage drawings and photos. June has a new drainage drawing from Viera meeting.

14 Mail Boxes

Mike is still working on new mail box prices. Mike is to get 3 sets of prices for the job. New Postmaster is Ann Gantz, 259-5574 Mike is to email agreement & commitments to USPS. New person in charge is not interested in working with Longwood. Jim Shaperd 259-5574, 254-1031, 255-7589

15 Portofino

Board members Tom, June and Bill met with Portofino on 2/8/10. A bill in the amount of \$52,560.06 through 12/31/11 was delivered.

Motion

Tom, June & Bill are authorized to negotiate with Portofino on past due bill. Board is to approve final package. Approved: 6:0

NEW BUSINESS

16 3148 LW Plans were presented by Anita Munden..

Motion **Approve plans as provided by 3148 LW.**

Approved: 6:0

17 Pot hole There is a pot hole near Is 2 or 3

Bill Harris - Secretary

LONGWOOD HOMEOWNERS' ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING MINUTES

15 MARCH 2012

The meeting was called to order at 7:42 p.m. by President Dale LeVey. The following quorum was present: Dale LeVey, Mike Corby, Tom Sylvester, Sally McCullough and June Lewis. Absent were: George McDaniel and Bill Harris. The meeting was held at the home of Dale LeVey.

REPORTS

Secretary's Minutes February board meeting minutes were not available. Tom Sylvester read his meeting notes for that meeting. MOTION: (M. Corby/S. McCullough) Approve the minutes as presented. PASSED (5:0)

Treasurer's Report 2/29/12 account balances at the Wells Fargo Bank: Checking: \$66,884.84; CD #3468: \$13,523.14; CD #2674: \$45,895.44; TOTAL: \$126,303.42

There were 7 unpaid annual dues from 2011 as of 29 February 2012 amounting to \$2,188.00. 2012 dues have been paid by 253 (92.0%) homeowners at the end of February, 2012. 22 (8.0%) homeowners have not yet paid their 2012 dues amounting to \$4,840.00. MOTION: (M. Corby/S. McCullough) Approve the Treasurer's Report for February 2012. PASSED (5:0)

A proposed letter to delinquent homeowners was reviewed and discussed. MOTION: (M. Corby/S. McCullough) Approve the letter using the deadline of 31 March 2012 for delinquencies to be paid or liens to be filed. PASSED (5:0)

OLD BUSINESS

Lawns No report.

Sprinklers No report.

Canals Following discussion regarding the canal banks and overgrowth encroachment on the waterways, it was recommended that Sally McCullough contact Tim Fishe of A New Look Lawn Care to determine if a project to remove the overgrowth was within his company's capabilities. If so, would he be willing to submit an estimate of the value of that work. Sally accepted the task of contacting Mr. Fishe.

Fences Dale LeVey reported that Portofino Villas has complied with a Melbourne Code Compliance directive to provide adequate fencing on the East Canal. June Lewis added that the management representative for Portofino Villas had said that they would be scheduling upgrades to fencing bordering our Village Park Drive properties in the next fiscal year.

Lighting/Flags Dale LeVey reported some lights on entry areas needed repair and that he would accomplish this as time was available for him to do so. Tom Sylvester shared that he had re-positioned the flags to half-staff in compliance with the Sheriff's Department's request to honor Deputy Pill who was killed recently in a police action. The flags will be returned to full-staff no later than this Saturday.

Gazebo No report.

Web Page No report.

Storage No report.

Meeting Location It was decided to meet at Mike Corby's home for the April 19th meeting.

Storm Drains Mike Corby indicated he still has the drawings for proposed improvements.

Mailboxes There was discussion regarding the status of the mailbox update project. It was generally agreed that the project was stalemated by the U. S. Postal Service who are now opposed to the project and will not allow it to proceed. It was felt that a letter-writing campaign to the postal authorities and governmental oversight representatives might yield some further action.

NEW BUSINESS

Tom Sylvester requested approval of placing the funds that have been earmarked for the mailbox project to be placed into a Certificate of Deposit or Money Market Account in order to provide some additional interest to the treasury. MOTION: (M. Corby/S. McCullough) Approve the Treasurer's request but limit the status of the placement of the funds to a Money Market Account in order to maintain fluidity of the funds should the mailbox project become active again. PASSED (5:0)

Dale LeVey requested Tom Sylvester to arrange for the annual meeting to be held at the usual site. The annual meeting is proposed to be Monday, 4 June 2012 at the Harbor Christian Church on Aurora Road.

ADJOURNMENT

The meeting was adjourned at 8:53 p.m. with thanks to Dale LeVey for the use of her home for the meeting.

Respectfully submitted,

Tom Sylvester, Recorder

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

File:	min0412.doc	Member	Term	Phone	E-Mail	Present	Area
Date:	4/19/12	Pres – Dale LeVey	11-14	254-9947	Dalelevey@att.net	y	Pres
Time:	7:30 PM	VP – Mike Corby	09-12	259-4210	mcorby@cocoa.org	y	
Location:	Mike Corby's	Sec - Bill Harris	09-12	242-0583	wharris1@cfl.rr.com	y	Web
	Home	Treas - Tom Sylvester	10-13	259-2598	Tomjudysylvester@hotmail.com	y	Treas
		Mem – Geo McDaniel	10-13	259-4194	monrie@aol.com	y	Lawn
		Mem – Sally McCullough	09-12	259-6853	bensallym@cfl.rr.com	n	
		Mem – June Lewis	11-14	253-0241	JLewis1718@cfl.rr.com	y	
Guests:		Arch – By Board					

OLD BUSINESS

1 **Previous Minutes** Minutes from 2/16/12 & 3/15/12 were read and approved.

2 **Treasurer's Report**

Ck	CD	CD	Bus	Total
\$15,023.88	\$13,556.95	\$45,939.90	50,004.45	\$126,338.19

Checking & CDs are at Wells Fargo

3 **Dues**

Yr	No.	Lots
2011	8 unpaid	10,81,139,150,178,212,238,271
2012	12 unpaid	4,10,81,85,116,139,150,185,238,244,271,273

All liens were updated for 2012

Tom sent reminder letters on late dues after Jan. Certified ltrs went out in March

4 **Lawn**

Palm tree at L. Washington entrance has died..

Motion

Board authorizes up to \$200 to replace palm tree at L. Washington entrance with new.
Approved: 6:0

5 **Sprinklers**

George has been working on sprinklers.

6 **Canals**

Board discussed canal growth. Sally to talk to Tim to see if he can handle growth removal.

7 **Fences**

No action.

8 **Lighting/Flags**

Wickham lghts are now below grade. Geo will talk to Tim to see if he can repair both lights. Light at Lk Washington flag pole has lasted a long time compared to other lights..

9 **Gazebo**

No action.

10 **Web Page**

Web site is current through Mar 2012

11 **Storage**

Rent is now paid up through 8/20/12

12 **Meeting Loc**

Next meeting: 5/17/12 Bill Harris' **3365 Chapparral Ct**

13 **Drawings**

Mike presently has Longwood drainage drawings and photos. June has a new drainage drawing from Viera meeting.

14 **Mail Boxes**

June is still working on new mail box prices. June is also working with the City. She is waiting to hear from the City about new Street Lights near mail boxes. She will check with the City to see is they will act as the contractor for the mail box installation. Jim Shaperd 259-5574, 254-1031, 255-7589 at Post Office is now willing to upkeep boxes and key. They did discuss moving boxes to side streets like Canyon Place.

15 **Portofino**

Portofino hired a local lawyer to handle Longwood's claim of past due monies. So far there has been no contact other than an email from the lawyer.

NEW BUSINESS

- 16 2663 VPD** Owner did not show to have plans discussed..
- 17 Annual Mtg** Annual meeting is 6/4/12 at Harbor Christian Church
- 18 Seminar** Tom and June attended a seminar on HOA.

Bill Harris - Secretary

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

File: min0512.doc	Member	Term	Phone	E-Mail	Present	Area
Date: 5/17/12	Pres – Dale LeVey	11-14	254-9947	Dalelevey@att.net	y	Pres
Time: 7:30 PM	VP – Mike Corby	09-12	259-4210	mcorby@cocoa.org	y	
Location: Bill Harris' Home	Sec - Bill Harris	09-12	242-0583	wharris1@cfl.rr.com	y	Web
	Treas - Tom Sylvester	10-13	259-2598	Tomjudysylvester@hotmail.com	y	Treas
	Mem – Geo McDaniel	10-13	259-4194	monrie@aol.com	y	Lawn
	Mem – Sally McCullough	09-12	259-6853	bensallym@cfl.rr.com	n	
	Mem – June Lewis	11-14	253-0241	JLewis1718@cfl.rr.com	y	
Guests: Chris Register			Arch – By Board			

OLD BUSINESS

1 Previous Minutes Minutes from 4/19/12 were read and approved.

2 Treasurer's Report

Ck	CD	CD	Bus	Total
\$15,023.88	\$13,589.74	\$45,982.96	50,014.72	\$124,611.30

Checking & CDs are at Wells Fargo

3 Dues

Yr	No.	Lots
2011	8 unpaid	10,81,139,150,212,238,271
2012	9 unpaid	10,81,85,139,150,238,244,271,273

10 liens total were updated for 2012

Tampa paper article on HOA right to collect past due monies from renters was discussed.

4 Lawn

Palm tree at L. Washington entrance has died and was replaced..

Motion Board authorizes to pay full bill of \$225 to replace palm tree at L. Washington Approved: 6:0

5 Sprinklers

George has been working on sprinklers. City repaired leak at Island 1 control box.

6 Canals

Board discussed canal growth. Sally to talk to Tim to see if he can handle growth removal. Board is waiting on his answer.

7 Fences

No action.

8 Lighting/Flags

Wickham lghts are now below grade. Dale will talk to Tim's electrician about rewiring entrance. (Billy Allen 508-1717)

9 Gazebo

No action.

10 Web Page

Web site is current through Apr 2012

11 Storage

Rent is now paid up through 8/20/12

12 Meeting Loc

Next meeting: 6/21/12 Geo McDaniel **2681 Longwood**

13 Drawings

Mike presently has Longwood drainage drawings and photos. June has a new drainage drawing from Viera meeting.

14 Mail Boxes

June is still working on new mail boxes. June is also working with the City. She is waiting to hear from the City about new Street Lights near mail boxes. She will check with the City to see if they will act as the contractor for the mail box installation. Jim Shaperd 259-5574, 254-1031, 255-7589 at Post Office is now willing to upkeep boxes and key. No new activity.

15 Portofino

Portofino hired a local lawyer to handle Longwood's claim of past due monies. Their lawyer sent us a letter stating no past monies were owed because original contract was not valid, however they would sign a new contract. Dale is to contact their attorney vial email. Tom is still billing Portofino monthly.

16 Annual Mtg

Meeting is June 6th. Bill is to mail proposed agenda to Board.

NEW BUSINESS

17 2663 VPD

Chris Registered brought paint samples for the Board to review.

Motion

Board approves colors as presented

Approved: 6:0

18 3147 LW

Wants to change colors to light green with white trim

Motion

Board approves colors as presented

Approved: 6:0

19 Roads

Sections of Longwood streets need repaving. Wickham entrance is starting to separate. Longwood and Chapparal both need repaving.

Bill Harris - Secretary

ANNUAL MEETING MINUTES
6/4/12

File:	minan12.doc	Member	Term	Phone	E-Mail	Present
Date:	6/4/12	Pres - Dale LeVey	11-14	254-9947	Dalelevey@att.net	y
Time:	7:00 PM	VP – Mike Corby	09-12	259-4210	mcorby@cocoaf1.org	y
Location:	Harbor City Christian Church 3210 Aurora Rd.	Sec - Bill Harris	09-12	242-0583	wharris1@cfl.rr.com	y
		Treas - Tom Sylvester	10-13	259-2598	TomJudySylvester@aol.com	y
		Mem - Sally McCullough	09-12	259-6853	bensallym@juno.com	y
		Mem – George McDaniel	10-13	259-4194	monrie@aol.com	n
		Mem – June Lewis	11-14	253-0241	JLewis1718@cfl.rr.com	y
Arch - None		Alt – none				

1. **Call To Order** **Dale LeVey**
- The meeting was called to order at 7 PM.
 - Attendance was approximately 40 homeowners and proxies.
 - This exceeded the necessary quorum (10% or 28 homes)
 - President Dale LeVey led the meeting in the Pledge of Allegiance

Old Business

2. **Introduction of the Board** **Dale LeVey**
- Pres - Dale LeVey 11-14 Pres, Fences
 - VP – Mike Corby 09-12 VP
 - Sec - Bill Harris 09-12 Sec, Web Page
 - Treas - Tom Sylvester 07-10 Treasurer
 - Mem – Sally McCullough 09-12 Mem
 - Mem - George McDaniel 07-10 Mem, lawn, canals
 - Mem – June Lewis 09-12 Mem, PO Boxes
 - Alternate – none

3. **Previous Minutes:** **Bill Harris.**
- Minutes of 6/6/11 were read and accepted by motion.

4. **Treasurer's Report** **Tom Sylvester**
- Treasurer's report was read and accepted by motion.

Budget for year	\$64,900.00
Expenses (previous 12 months)	\$29,919.77
Balance (5/31/10)	\$122,105.90
 - Delinquent homeowners: Liens (10) were re-filed for 2012

5. **Homeowners Association Services** **Dale LeVey**
- Lawn Service: Medians, entrances, portions of canal, fence to street.
 - Canal service: aquatic treatment
 - Maintenance: Fences, lights, flags, signs, sprinklers, gazebo.
 - Administrative: State & Federal taxes, utility bills, insurance, book keeping, dues collection, Web site
 - General well-being of subdivision

6. **Lawn Maintenance/Sprinklers** **Dale LeVey**
- A brief summary of the Lawn Maintenance activities was presented.
 - Both entrances have been upgraded since last year and most in attendance seemed to approve of the new look
 - New Look Lawn Care (Tim Fishe) is the lawn contractor and is a resident of Longwood
 - Ecor sprays and fertilizes the islands and entrances
7. **Canals** **George McDaniel**
- Reshaping and cutting the E-canal is a future project under investigation
 - Ecor cleans and treats our canals
 - Each canal receives a monthly aquatic treatment and is mowed every 2 weeks
8. **Fence** **Dale LeVey**
- All fences appear to be in good shape at this time
9. **Web Page** **Bill Harris**
- The Web site is up and running normal.
 - Web address is "**Longwoodhoa.org**".
 - A sign with the Web address is located at each entrance
 - Annual meeting minutes will be posted in a few weeks.
10. **Lights & Flags** **Dale LeVey**
- The flags and lights appear in good shape
 - Dale LeVey maintains our lights.
 - Tom Sylvester maintains our flags
11. **Post Office Boxes** **June Lewis**
- Various Board members have been working with the Post Office to improve our mailbox setup.
 - June Lewis is the current leader of this activity.
 - June is working with the Post Office and the City of Melbourne to get the mailbox sites upgraded
 - Post Office interest has been both pro and con. The new Post Master has now come around to see that this will be a benefit to the Post Office and to Longwood.
 - The new Post Office contact is Jim Sheperd (255-7589, 254-1031, 259-5574).

NEW BUSINESS

12. **Election** **Sally McCullough**
- Due to the expiration of three Board member's terms (Bill Harris, Mike Corby, and Sally McCullough), there were three Board positions to fill. All will be 3 year terms.

Nominated and elected to new 3 year terms (10-13) were the following:

- Bill Harris
- Mike Corby
- Sally McCullough

13 **Miscellaneous**

Other topics discussed included:

- Dogs – Your neighbors request that you pick up after your dogs
- Pot Holes – Please call the City to report pot holes. No Longwood streets are currently scheduled for paving.
- Portofino – the City has ordered Portofino to replace their fence by next year.

Meeting was adjourned.

Bill Harris - Secretary

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

File:	min0612.doc	Member	Term	Phone	E-Mail	Present	Area
Date:	6/21/12	Pres – Dale LeVey	11-14	254-9947	Dalelevey@att.net	y	Pres
Time:	7:30 PM	VP – Mike Corby	09-12	259-4210	mcorby@cocoa.org	y	
Location:	Tom Sylvester	Sec - Bill Harris	09-12	242-0583	wharris1@cfl.rr.com	y	Web
	Home	Treas - Tom Sylvester	10-13	259-2598	Tomjudysylvester@hotmail.com	y	Treas
		Mem – Geo McDaniel	10-13	259-4194	monrie@aol.com	y	Lawn
		Mem – Sally McCullough	09-12	259-6853	bensallym@cfl.rr.com	n	
		Mem – June Lewis	11-14	253-0241	JLewis1718@cfl.rr.com	y	
Guests:		Arch – By Board					

OLD BUSINESS

1 Previous Minutes Minutes from 5/17/12 and Annual meeting were read and approved.

2 Treasurer's Report

Ck	CD	CD	Bus	Total
\$12429.33	\$13,623.72	\$46,027.51	50,025.34	\$122,105.90

Checking & CDs are at Wells Fargo

3 Dues

Yr	No.	Lots
2011	8 unpaid	10,81,139,150,212,238,271
2012	9 unpaid	10,81,85,139,150,238,244,271,273

10 liens total were updated for 2012

4 Lawn

No action.

5 Sprinklers

George fixed sprinklers by his house. Island 3 sprinkler has a problem.

6 Canals

Board discussed canal growth. No action on Sally to talk to Tim to see if he can handle growth removal. Board is waiting on his answer.

7 Fences

No action.

8 Lighting/Flags

Wickham lights were moved above grade. Dale called Tim's electrician about rewiring entrance. (Billy Allen 508-1717). We need to stop grass from growing into lights.

Motion

Board approves up to \$100 to protect entrance lights

Approved: 6:0

9 Gazebo

No action.

10 Web Page

Web site is current through May and annual meeting 2012

11 Storage

Rent is now paid up through 8/20/12

12 Meeting Loc

Next meeting: 7/19/12 Geo McDaniel **2681 Longwood**

13 Drawings

Mike presently has Longwood drainage drawings and photos. June has a new drainage drawing from Viera meeting.

14 Mail Boxes

June is still working on new mail boxes. June is also working with the City. She is waiting to hear from the City about new Street Lights near mail boxes. She will check with the City to see if they will act as the contractor for the mail box installation. City is checking with City Engineer. Approval will be coming soon hopefully. Jim Shaperd 259-5574, 254-1031, 255-7589 at Post Office is now willing to upkeep boxes and key.

15 Portofino

Portofino hired a local lawyer to handle Longwood's claim of past due monies. Their lawyer sent us a letter stating no past monies were owed because original contract was not valid, however they would sign a new contract. Dale is to contact their attorney vial email. Tom is still billing Portofino monthly. Dale is to contact Leslie Castaldi to see if she is interested in handling our case. Bill will talk to past President to see if he has info on Epoch Properties.

16 Annual Mtg Meeting was June 6th. Minutes are on Web.

NEW BUSINESS

17 Budget Tom presented a proposed 2012-2013 budget..

Motion **Board approves 2012-2013 budget as presented** **Approved: 6:0**

18 Elections Everyone agreed to stay in their present positions

Motion **Board officers stay the same as 2011-2012** **Approved: 6:0**

19 eMail FP&L will pay us \$50 to use e-billing. Tom requested a unique email address. Bill is to set up email address for Tom.

Bill Harris - Secretary

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

File:	min0712.doc	Member	Term	Phone	E-Mail	Present	Area
Date:	7/19/12	Pres – Dale LeVey	11-14	254-9947	Dalelevey@att.net	n	Pres
Time:	7:30 PM	VP – Mike Corby	09-12	259-4210	mcorby@cocoa.org	y	VP
Location:	Geo McDaniels' Home	Sec - Bill Harris	09-12	242-0583	wharris1@cfl.rr.com	y	Web
		Treas - Tom Sylvester	10-13	259-2598	Tomjudysylvester@hotmail.com	y	Treas
		Mem – Geo McDaniel	10-13	259-4194	monrie@aol.com	y	Lawn
		Mem – Sally McCullough	09-12	259-6853	bensallym@cfl.rr.com	y	
		Mem – June Lewis	11-14	253-0241	JLewis1718@cfl.rr.com	y	
Guests:	none	Arch – By Board					

OLD BUSINESS

1 Previous Minutes Minutes from 5/17/12 were read and approved as amended.

2 Treasurer's Report

Ck	CD	CD	Bus	Total
\$10,300.48	\$13,656.68	\$46,070.65	\$50,034.80	\$120,062.61

Checking, Bus & CDs are at Wells Fargo

3 Dues

Yr	No.	Lots
2011	7 unpaid	10,81,139,150,212,238,271
2012	9 unpaid	10,81,85,139,150,238,244,271,273

10 liens total were updated for 2012

4 Lawn

Look good. . Canals not cut 6/28/12; suppose to be cut every 2 weeks. Geo to check on cutting schedule. Edging of entrances needs review. Gazebo area needs cleaning..

5 Sprinklers

No action.

6 Canals

Board discussed canal growth. No action on Sally & Geo talking to Tim to see if he can handle growth removal. Board is waiting on his answer.

7 Fences

May need cleaning. Tim cleaned Wickham last time..

8 Lighting/Flags

Wickham lights were moved above grade. Dale called Tim's electrician about rewiring entrance. (Billy Allen 508-1717). We need to cut around lights and aim lights higher.

9 Gazebo

Floor needs cleaning. June cleaned off soda stains. June and Mike to get painting estimates

10 Web Page

Web site is current through May 2012 and annual meeting.2012.

11 Storage

Rent is now paid up through 8/20/12. Tom to check on renewal.

12 Meeting Loc

Next meeting: 8/16/12 Sally McCullough 2713 Woodsmill

13 Drawings

Mike presently has Longwood drainage drawings and photos. June has a new drainage drawing from Viera meeting. June has Portofino drainage drawing.

14 Mail Boxes

June is still working on new mail boxes. June had a drawing and a letter from the City showing HOA has various responsibilities in project June will try and set up a meeting with the City and the Board. She is waiting to hear from the City about new Street Lights near mail boxes. She will check with the City to see is they will act as the contractor for the mail box installation. City is checking with City Engineer. Approval will be coming soon hopefully. Jim Shaperd 259-5574, 254-1031, 255-7589 at Post Office is now willing to upkeep boxes and key. .

15 Portofino

Dale is to contact their attorney vial email. Tom is still billing Portofino monthly. Dale is to contact Leslie Castaldi to see if she is interested in handling our case. Bill will talk to past President to see if he has info on Epoch Properties.

16 eMail

As requested, an email site was set up for the treasurer. Treasurer@Longwoodhoa.org

NEW BUSINESS

17 Signs

4 to 7 properties have Political signs

Bill Harris - Secretary

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

File:	min0812.doc	Member	Term	Phone	E-Mail	Present	Area
Date:	8/16/12	Pres – Dale LeVey	11-14	254-9947	Dalelevey@att.net	y	Pres
Time:	7:30 PM	VP – June Lewis	11-14	253-0241	Jlewis1718@cfl.rr.com	y	
Location:	Sally McCollough Home	Sec - Bill Harris	12-15	242-0583	wharris1@cfl.rr.com	y	Web
		Treas - Tom Sylvester	10-13	259-2598	Tomjudysylvester@hotmail.com	y	Treas
		Mem – Geo McDaniel	10-13	259-4194	monrie@aol.com	y	Lawn
		Mem – Sally McCullough	12-15	259-6853	bensallym@cfl.rr.com	y	
		Mem – Open	11-14				
Guests:		Arch – By Board					

OLD BUSINESS

1 Previous Minutes Minutes from 7/19/12 were read and approved as amended.

2 Treasurer's Report

Ck	CD	CD	Bus	Total
\$8603.54	\$13,690.82	\$46,115.28	50,043.30	\$118,452.94

Checking, Bus & CDs are at Wells Fargo

3 Dues

Yr	No.	Lots
2012	9 unpaid	81,85,139,150,212,238,244,271,273

4 Lawn

Look good. Canals were cut late. Gazebo area was cleaned. Geo is to contact Tim about yard service concerns.

Motion

Dale is to mail Tim a list of contract deficiencies and possible payment adjustments
Approved: 6:0

5 Sprinklers

No action.

6 Canals

Board discussed canal growth. Tim says he can handle job. Board is placing project on hold..

7 Fences

May need cleaning. Tim cleaned Wickham last time..

8 Lighting/Flags

Wickham shrubs need to be trimmed to prevent blocking lights or lights need to be raised. June is to check on lights.

9 Gazebo

June had estimates to repair and repaint. Board selected R. D. Howell bid of \$1113.66

Motion

Board approves R. D. Howell bid of \$1113.66 **Approved: 6:0**

10 Web Page

Web site is current through July 2012.

11 Storage

Rent is now paid up through 8/20/12. Tom to check on renewal.

12 Meeting Loc

Next meeting: 9/20/12 June Lewis **3190 Village Park Drive**

13 Drawings

June has a new drainage drawing from Viera meeting. June has Portofino drainage drawing.

14 Mail Boxes

June is still working on new mail boxes. Contractor and City may attend next meeting. June had a drawing and a letter from the City showing HOA has various responsibilities in project June will try and set up a meeting with the City and the Board. She is waiting to hear from the City about new Street Lights near mail boxes. She will check with the City to see if they will act as the contractor for the mail box installation. City is checking with City Engineer. Approval will be coming soon hopefully. Jim Shaperd 259-5574, 254-1031, 255-7589 at Post Office is now willing to upkeep boxes and key.

15 Portofino

The attorney Longwood was hoping to use is out of town for a month. Dale needs June's Portofino package of legal documents. Bill is to locate and copy. Portofino hired a local lawyer to handle Longwood's claim of past due monies. Their lawyer sent us a letter stating no past monies were owed because original contract was not valid, however they would sign a new contract. Dale is to contact their attorney vial email. Tom is still billing Portofino monthly. Dale is to contact Leslie Castaldi to see if she is interested in handling our case. Bill will talk to past President to se if he has info on Epoch Properties.

NEW BUSINESS

16 Election

June was nominated to take over as VP due to the death of Mike Corby

Motion

June Lewis nominated as VP

Approved: 6:0

17 Mike's Memorial

Per the family's request, the Board voted to donate \$100 to the Brevard Humane Society in lieu of flowers.

Motion

Approve \$100 to Brevard Humane Society

Approved: 6:0

Bill Harris - Secretary

LONGWOOD HOMEOWNERS' ASSOCIATION, INC.

Board Meeting Minutes

20 September 2012

The Board of Directors' meeting for September, 2012 was called to order at 7:30 p.m. at the home of June Lewis. The following were present: Dale LeVey, June Lewis, Tom Sylvester, George McDaniel and Sally McCullough. Secretary Bill Harris was absent (out of town). Mr. Adrian Turnbaugh, a construction contractor was also present at the board's request.

NEW BUSINESS

The August Minutes and Treasurer's Report were postponed until later in the meeting in order to accommodate Mr. Turnbaugh's business with the board concerning the proposed mailbox replacement project. Discussion proceeded with Mr. Turnbaugh regarding changes to the original site preparations to include an additional six feet of land clearance to accommodate the additional parcel box units. Other facets of the project that were discussed included clarifications of the proposed 2":20' grade and a level footing for the mailbox units and possible encroachment of the proposed crosswalks to neighboring driveways to be solved with angle walkways for safest route for foot traffic and least involvement with nearby driveways. Mr. Turnbaugh's schedule for the project's beginning suggested an October, 2012 start with one week to complete, weather permitting. Mr. Turnbaugh retired from the meeting at 7:47 p.m. He indicated he would re-work his proposal to include the extra ground preparation footages and materials/labor increases for the extra boxes.

Following his departure, the board continued its deliberations and study of the supplier's estimates for the purchase of the mailboxes. The bid estimates were (including shipping):

Postal Specialties of Florida	\$24,276.12	Clearwater, Florida
U. S. Mail Supply, Inc.	\$26,972.76	Brookfield, Wisconsin
Antonelli & Associates, Inc.	\$29,772.00	Broomfield Hills, Minnesota
Mailboxixchange	\$25,999.00	(no address available)

MOTION (McCullough:Lewis) Confirm the color for the mailboxes as Sandstone APPROVED 5:0

MOTION (McCullough:McDaniel) Confirm the total number of extra parcel boxes at 2 per site, a total of 4 extra parcel boxes at the three sites for a total of 6 units/12 boxes. APPROVED 5:0

MOTION (LeVey:Lewis) Confirm Postal Specialties of Florida (Clearwater) as the supplier of the mailbox systems for the project at a total cost of \$24,276.12, including free shipping and 50% due to ship and final 50% after delivery. APPROVED 5:0

MOTION (LeVey:Lewis) Upon receipt of Mr. Turnbaugh's revised estimate, approve Adrian Turnbaugh Construction, Inc. of 1309 S. Babcock Street #110, Melbourne, FL 32901 as the successful construction contractor for the mailbox project with a total cost not to exceed \$13,500.00 to begin work in early October (date TBA) and begin ordering equipment. APPROVED 5:0

At this point, the meeting returned to the normal agenda.

REPORTS

The minutes of the August board meeting were distributed. MOTION (Sylvester:Lewis) Approve the minutes. PASSED 5:0

The Treasurer's Report for August, 2012 was distributed and reviewed. MOTION (LeVey:McCullough) Approve the report. PASSED 5:0

OLD BUSINESS

LAWNS/LANDSCAPING George McDaniel reported improvement in services rendered during the past month. Other members concurred. A new work team leader has been assigned and is providing a better quality of service. It was observed that the East Canal was not mowed last week. George reported they are now cutting on Thursdays.

SPRINKLERS/IRRIGATION George McDaniel reported all systems were functioning properly.

CANALS George McDaniel was asked to follow up on the board's request for an estimate for the cleanup of the East Canal from A New Look Lawn Care, Inc.

FENCES Dale LeVey indicated the perimeter fencing needs to be cleaned. George was requested to ask A New Look Lawn Care, Inc. if they would submit a bid proposal.

LIGHTS/FLAGS It was noted that some shrubs at the Wickham Road entrance area have been pruned to allow more complete lighting of the Longwood signage.

GAZEBO June Lewis reported the gazebo has not yet been repainted due to the weather. Light bulbs have been replaced in the gazebo. A New Look Lawn Care, Inc. seems to be attending to most details of the gazebo lot.

STORAGE The dates of the renewed contract with Uncle Bob's Self-Storage are from 1 August 2012 to 1 September 2013 for \$559.08.

NEXT MEETING The next board meeting will be held on Thursday, 18 October 2012, at the home of Dale LeVey at 7:30 p.m.

DRAINAGE No actionable report.

PORTOFINO VILLAS Dale LeVey reported that he has not been able to secure the services of an attorney to assist us with our need to approach Portofino for remuneration and continuation of payment for past and current services for the use of the East Canal. He turned over materials to June Lewis for continuation of efforts in this regard.

ADJOURNMENT The meeting was adjourned at 9:30 p.m. with thanks to June Lewis for the use of her home for our meeting place this month.

Respectfully submitted, Tom Sylvester, Recorder.

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

File:	min1012.doc	Member	Term	Phone	E-Mail	Present	Area
Date:	10/18/12	Pres – Dale LeVey	11-14	254-9947	Dalelevey@att.net	y	Pres
Time:	7:30 PM	VP – June Lewis	11-14	253-0241	Jlewis1718@cfl.rr.com	y	
Location:	Dale LeVey's Home	Sec - Bill Harris	12-15	242-0583	wharris1@cfl.rr.com	y	Web
		Treas - Tom Sylvester	10-13	259-2598	Tomjudysylvester@hotmail.com	y	Treas
		Mem – Geo McDaniel	10-13	259-4194	monrie@aol.com	y	Lawn
		Mem – Sally McCullough	12-15	259-6853	bensallym@cfl.rr.com	y	
		Mem – Open	11-14				
Guests:	None	Arch – By Board					

OLD BUSINESS

1 Previous Minutes Minutes from 9/20/12 were read and approved as amended.

2 Treasurer's Report

Ck	CD	CD	Bus	Total
\$4243.35	\$13,758.25	\$46,159.95	37,921.12	\$102,082.67

Checking, Bus & CDs are at Wells Fargo

3 Dues	Yr		No.		Lots	
	2012	8 unpaid			81,85,139,150,212,238,244,271	

4 Lawn No action.

5 Sprinklers Is #3 and others may need new batteries.

6 Canals Board discussed canal growth. Tim cannot handle new work at this time. Board is placing project on hold. Canals were recently cut. Sally to check with other vendors about trimming canal trees.

7 Fences May need cleaning. Tim cleaned Wickham last time. Table till next meeting.

8 Lighting/Flags Wickham shrubs need to be trimmed to prevent blocking lights or lights need to be raised. June is to check on lights. Wickham needs new flag.

9 Gazebo Painting was completed. There is a small hole in the roof. Geo and Dale will investigate. Tom will replace defective light photocell.

10 Web Page Web site is current through July 2012.

11 Storage Rent is now paid up through 9/1/13. .

12 Meeting Loc Next meeting: 11/15/12 Bill Harris **3365 Chapparral Ct**

13 Drawings June has a new drainage drawing from Viera meeting. June has Portofino drainage drawing.

14 Mail Boxes June & Bill inspected the new mailboxes being assembled at the annex. Most concrete work is complete and boxes will be installed shortly.

Motion **Approve \$13,750 for Adrian's work on mailbox concrete** **Approved: 6:0**

15 Portofino Tom & June met with attorney Larkin at his downtown Melbourne office of Fallace & Larkin, L.C. (1900 S. Hickon St, 951-9900). An agreement was available for all Board members to review. Some suggested changes were recommended. .

Motion **Approve \$1000 retained for attorney Fallace & Larkin.** **Approved: 6:0**

NEW BUSINESS

16 Dues

2013 dues were discussed. Dues were set at \$220 base with \$170 for early payment.

Motion

Approve 2013 dues at \$220 base with \$170 for early payment.

Approved: 3:2:0

Bill Harris - Secretary

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

File:	min1112.doc	Member	Term	Phone	E-Mail	Present	Area
Date:	11/15/12	Pres – Dale LeVey	11-14	254-9947	Dalelevey@att.net	n	Pres
Time:	7:30 PM	VP – June Lewis	11-14	253-0241	Jlewis1718@cfl.rr.com	y	
Location:	Bill Harris' Home	Sec - Bill Harris	12-15	242-0583	wharris1@cfl.rr.com	y	Web
		Treas - Tom Sylvester	10-13	259-2598	Tomjudysylvester@hotmail.com	y	Treas
		Mem – Geo McDaniel	10-13	259-4194	monrie@aol.com	y	Lawn
		Mem – Sally McCullough	12-15	259-6853	bensallym@cfl.rr.com	y	
		Mem – Open	11-14				
Guests:	None	Arch – By Board					

OLD BUSINESS

1 Previous Minutes Minutes from 10/18/12 were read and approved as amended.

2 Treasurer's Report

Ck	CD	CD	Bus	Total
\$4343.46	\$13,792.65	\$46,203.22	\$7870.97	\$72,210.30

Checking, Bus & CDs are at Wells Fargo

- 3 Dues**
- | | Yr | No. | Lots | |
|--|------|----------|------|-------------------------------|
| | 2012 | 8 unpaid | | 81,85,139,150,212,238,244,271 |
- 4 Lawn** Entrances look good after trimming. Lawn maintenance is now on Winter schedule..
- 5 Sprinklers** Geo added some new batteries. Tim's crew did work on Is #3, 6, & 7 to repair index valves.
- 6 Canals** Board discussed canal growth. Bill got a call from the aquatic company saying there was a sunk boat in the East canal. Bill found the sunk boat near the South end and removed it.
- 7 Fences** Wickham fence has some loose slats. Tom will investigate. Fence needs cleaning. Sally will check with Tim who cleaned it the last time. .
- 8 Lighting/Flags** Tom replaced both flags.
- 9 Gazebo** Painting was completed. There is a small hole in the roof. Geo and Dale will investigate. Tom replaced defective light photocell. See New Business.
- 10 Web Page** Web site is current through October 2012.
- 11 Storage** Rent is now paid up through 9/1/13. .
- 12 Meeting Loc** Next meeting: 12/20/12 Tom Sylvester **2767 Village Park Dr**
- 13 Drawings** June has a new drainage drawing from Viera meeting. June has Portofino drainage drawing.
- 14 Mail Boxes** New mailboxes are fully installed and look good, Some people have complained about their low boxes.
- 15 Portofino** Dale and June met and retained Mr. Larkin to represent us.. Bill will assist in future meetings with the lawyer.
- 16 Dues** Bill will prepare 2013 dues notices ASAP. A copy of the letter was reviewed by the Board a small change made. Labels have been printed,.

NEW BUSINESS

17 Gazebo

A palm tree blocks the sidewalk and needs to be removed. Some plants are also missing and need to be replaced. An old tree stump needs grinding and the adjacent area filled. Sally is to work with Tim to get these items accomplished.

18 Christmas

Judging for the Christmas Lighting Contest will be on 12/20/12. Prizes will be the same as last year: 1: \$100, 2: \$75, 3: \$50, HM: \$25.

Motion

Approve up to \$200 for new entrance lights and decorations

Approved: 5:0

Bill Harris - Secretary

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

File:	min1212.doc	Member	Term	Phone	E-Mail	Present	Area
Date:	12/20/12	Pres – Dale LeVey	11-14	254-9947	Dalelevey@att.net	y	Pres
Time:	7:30 PM	VP – June Lewis	11-14	253-0241	JLewis1718@cfl.rr.com	y	
Location:	Tom Sylvester's Home	Sec - Bill Harris	12-15	242-0583	wharris1@cfl.rr.com	y	Web
		Treas - Tom Sylvester	10-13	259-2598	Tomjudysylvester@hotmail.com	y	Treas
		Mem – Geo McDaniel	10-13	259-4194	monrie@aol.com	y	Lawn
		Mem – Sally McCullough	12-15	259-6853	bensallym@cfl.rr.com	y	
Guests:	None	Mem – Open	11-14				
		Arch – By Board					

OLD BUSINESS

1 Previous Minutes Minutes from 11/15/12 were read and approved as amended.

2 Treasurer's Report

Ck	CD	CD	Bus	Total
\$9414.27	\$13,826.03	\$46,247.98	\$7851.29	\$77,339.56

Checking, Bus & CDs are at Wells Fargo

3 Dues

Yr	No.	Lots
2012	8 unpaid	81,85,139,150,212,238,244,271
2013	135 paid	

4 Lawn

Entrances look good after trimming. A tree was hit by a car near the Wickham entrance. There should be a police report. The woman lives on Longwood.

5 Sprinklers

no action

6 Canals

Board discussed canal growth. Tom and June walked the canal with St John's Gretchen. Tim gave an estimate of \$16500 to clean banks of East canal. He may come to the January meeting.

7 Fences

Fence needs cleaning. Tim estimated \$375 to clean fence..

Motion

Approve up to \$375 for fence washing

Approved: 6:0

8 Lighting/Flags

Tom replaced both flags. Flags at half-mast for Connecticut shooting.

9 Gazebo

There is still a small hole in the roof. Geo and Dale will investigate. Sally will check with Ecor on having the area treated for weeds and ants. Tim estimated \$450 to add plants.

Motion

Approve up to \$450 for new Gazebo plants

Approved: 6:0

10 Web Page

Web site is current through November 2012.

11 Storage

Rent is now paid up through 9/1/13. .

12 Meeting Loc

Next meeting: 1/17/13 Geo McDaniel's **2681 Longwood**

13 Drawings

June has a new drainage drawing from Viera meeting. June has Portofino drainage drawing. June had new drawings from St Johns for Board members.

14 Mail Boxes

New mailboxes are fully installed and look good, Some people have complained about their low boxes. We need to look into raising them 6 to 12 inches.

15 Portofino

Lawyer Mr. Larkin sent a letter to Portofino asking for last 5 years of expenses.

16 Dues

Bill sent out 2013 dues notices in November. About half of the homeowners have paid at this time.

NEW BUSINESS

17 Christmas

Judging for the Christmas Lighting Contest was held after the meeting. Winners are as follows:

- 1st Place (\$100.00) - Raul Perez - 3335 Chapparal Court
- 2nd Place (\$75.00) - David Schmidt - 2476 Chapparal Drive
- 3rd Place (\$50.00) - Jason Scholl - 2740 Woodsmill Drive
- Honorable Mention (\$25.00) - Ronal Mock - 3154 Woodsmill Drive
- Honorable Mention (\$25.00) - Michael Heaslewood - 2483 Longwood Boulevard.

Bill Harris - Secretary