

FINAL

**Chapman Groves Homeowners Association, Inc.  
BOARD OF DIRECTORS MEETING  
February 22, 2016**

**Watson Realty  
2100 Alafaya Trail, Suite 100  
Oviedo, FL 32765**

Board Members in Attendance: Debbie Persampiere, Lenora Porter and Jennifer Bain

Board Members not in Attendance: Tony DuBois

Pinnacle Staff in Attendance: Anne M. Smith, LCAM

Meeting was called to order at 7:00 PM. Quorum of the Board was verified. Meeting was properly noticed.

**OPEN FORUM**

- Craig Kent recommended speed tables on Citrus Cove Drive. In addition Mr. Kent complained about a vehicle moving between Morning Blossom and Citrus Cove Drive leaking motor oil on the street.
- A homeowner inquired about the committee members:  
**Architectural Review:** Rick Livingston, Jean Henries, Christopher Bain  
**Newsletter:** PPM with Board of Director input  
**Website:** Omar Thompson  
**Fining:** Janet Livingston, Omar Thompson, Steve Schwam

**MINUTES**

Motion was made by Debbie Persampiere and seconded by Lenora Porter to approve the October 5, 2015 Board Meeting minutes. Motion carried unanimously.

**FINANCIALS**

Motion was made by Jennifer Bain and seconded by Debbie Persampiere to approve the October, November, December 2015 and January 2016 financials as presented. Motion carried unanimously.

**COLLECTIONS**

Status report as prepared by Attorney Patrick Willis' Office was reviewed.

## **GROUNDS & MAINTENANCE**

The following items were identified and addressed:

- Fertilization and Tree Trimming completed by Kleen Cut Lawn
- Monthly maintenance completed by Kleen Cut Lawn

## **ADMINISTRATIVE**

The following items have been identified and addressed:

- Annual Meeting paperwork composed and mailed on January 22, 2016
- Property & Liability Insurance policy renewed for 1/13/2016- 1/13/2017
- D & O Insurance policy renewed for 1/13/2016 – 1/13/2017
- Submitted HOA garage sale permission letter to City of Oviedo
- Established and reserved future meeting dates and location(s)
- Established Fining Committee Dates
- Collected proposals for Playground Refurbishment
- Collected estimate(s) to pressure wash multiple locations

## **NON-COMPLIANCE**

The Board reviewed the January Non-Compliance Report and Final Notice Expiration List.

- Lot #036 2130 Florawood Court violation has been placed on hold for six months. Lenora Porter and Debbie Persampiere will inspect home during day light.

## **PROPOSALS**

**Playground Refurbishment:** Motion was made by Debbie Persampiere and seconded by Lenora Porter to inspect playground and discuss at next board meeting on April 27, 2016. Motion carried unanimously.

**Pressure Washing:** Motion was made by Lenora Porter and seconded by Debbie Persampiere to approve Professional Pressure Cleaning Services for estimate # 1098 in the amount of \$840.00. Motion carried unanimously.

**Landscape Enhancement:** Motion was made by Debbie Persampiere and seconded by Jennifer Bain to approve Kleen Cut Lawn estimates #2517 in the amount of \$531.25 and #2518 in the amount of \$600.00. Motion carried unanimously.

## **COMMITTEE REPORTS**

**Landscaping:** There are no updates at this time.

**Newsletter:** There are no updates at this time.

**Website:** There are no updates at this time.

## FINAL

### **OLD BUSINESS**

There was no old business discussed.

### **NEW BUSINESS**

**Nominating Committee:** Motion to approve a five (5) member board composition was made by Lenora Porter and seconded by Jennifer Bain. Motion carried unanimously. Lenora Porter is appointed to be Chairperson of the Nominating Committee. Committee members appointed are:

- ✓ John Tuccianone
- ✓ Maggie DeClou
- ✓ Rick Livingston
- ✓ Michael Orlando

Management will create a flyer explaining Nominating Committee to homeowners. Lenora Porter will identify Nominating Committee dates. Nominating Committee meetings will be held at Pinnacle Property Management.

Board would like to schedule a Board of Directors meeting in March to review Annual Meeting paperwork.

### **NEXT MEETING**

The next meeting is TBD for the month of March, 2016. The annual meeting will be held on April 27, 2016 at 7:00 PM followed by a board meeting at Watson Realty, 2100 Alafaya Trail, Suite 100, Oviedo FL 32765

### **ADJOURNMENT**

As there was no further business to discuss, motion was made by Debbie Persampiere and seconded by Jennifer Bain to adjourn the meeting at 8:42 PM. Motion carried unanimously.

Respectfully submitted by:

Anne M. Smith, LCAM

Pinnacle Property Management, LLC

On Behalf of the Secretary of the Chapman Groves Homeowners Association, Inc.