

**Titusvillage Section One Protective Association, Inc.**  
**Board of Directors Meeting**  
**February 28, 2017**

***Minutes - Approved***

Roll Call

Amy Williams, President/Director  
Vivian Freeman, Secretary/Treasurer/Director  
Robert Payette, Vice President/Director  
Neil Johnson, Director  
Karen Ogden, Director

Dennis & Karen Collins, Community Association Managers, were present.

Call to Order – The meeting was held in the conference room at Collins Realty Group and was called to order by association President, Amy Williams, at 7:00 pm. A quorum was established.

Minutes – Reading of the minutes from the January 24, 2017, meeting was waived. A motion to approve the minutes as presented was made, seconded, and unanimously carried.

Treasurer's Report

January Financial Report – Karen Collins reviewed the report – total cash balance as of 01/31/17 for all accounts was \$52,114.18; the operating account had \$11,995.13; the reserve account had \$40,119.05. The Fixed Asset – Furniture and Equipment will not show for February because the adjusting entries were just received from the accountant.

Accounts Receivable balance as of 01/31/17 was \$6,578.12. Management presented a current Owner Balance Summary Report as of today, that shows an A/R of \$4,248.12. One unit (55) was sold back to bank through foreclosure auction on February 22, 2017. The owner (38) that was in bankruptcy action appears to have been closed. There are two other owners (23 & 42) that have ignored all letters attempting collection. Management recommends sending these three to the attorney for collection. A motion to send all three to the attorney for collection was made, seconded, and unanimously carried.

A motion to accept the Treasurer's Report was made, seconded, and unanimously carried.

Correspondence – The notes were reviewed without comment.

Manager's Report – Dennis had FPL provide a proposal on installing street lights on Dipol Courtway. The proposal was for 6 lights, installed at no cost to the association. Placement would have to be as indicated on the diagram because that is where the electrical boxes were. The Association would have to sign a 20-year agreement to pay for the electric used and the owners in the area would have to give approval. The monthly cost would average \$25 + plus taxes and fees per light. The total monthly expense for 6 lights would be approximately \$150.00 plus fees. The board

discussed the lighting. Since there was only one person that asked for additional lighting, the board does not favor such an increase in expenses and decided to table the proposal at this time.

Dennis contacted a pest control company that handled rodents. To put 12 traps on Dipol that would be monitored daily for 14 days for \$2,489. Heritage would get 8 traps monitored daily for \$1,989. The board felt this was too expensive and rejected this proposal.

Old Business – Dennis obtained 2 proposals for landscaping. One from Jordan Donaldson of Titusville for \$2,200 per month and one from Greener Side Lawn out of Cocoa for \$2,000 per month. Dennis also had a meeting with DP Property Services regarding the complaints and the meeting went well but unfortunately, there is no consistency with the quality of work. Robert is great but his crew is not. There was discussion, Donaldson has a great reputation for going above and beyond. Ms. Williams asked Dennis to try to get Donaldson to do the job for \$2,000. A motion contract with Donaldson at \$2,000 per month was made, seconded, and unanimously carried. DP Property Services will get a 30-day cancellation notice.

Pest Control – Prolawn has been retained to do Eco Barrier pest control twice per year, cost is \$860 2 times per year. Lawn care pest control done \$801 for the year done quarterly. They will come back for recall that will be done on the last Friday of the month only if needed.

New Business – Ms. Ogden noted that there is a car parked in the yard, on the grass, next to the entry. There are many owners who park that way and across the sidewalks. Parking is such a manner is looks awful and makes lawn care difficult. Management wants to be certain of the address before a letter is written and asked for a photo. Karen can put a “Parking” flyer in when the next invoices are mailed.

Mr. Johnson wants to do a property inspection. He and Dennis will get together on a date.

A motion to adjourn was made, seconded, and unanimously carried. Meeting adjourned at 7:33 pm.

Respectfully submitted January 26, 2017 by,

/es/ Karen Collins

Karen Collins