

**PLAYMOR TERRACE HOMEOWNES ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
MARCH 16, 2005**

**CALL TO ORDER**

There being a quorum, the Board Meeting was called to order by President, Marilyn Dupree at 6:30 p.m.

**DIRECTORS PRESENT**

Marilyn Dupree, President  
Diana Sun, Vice President  
Stephanie Wuerz, Treasurer  
Ginger Cameron, Director  
Elsbeth Erler, Secretary

**ABSENT:**

None

**OTHERS PRESENT**

Adrian McKibbin, A. McKibbin & Co., Inc.  
1 Homeowners

**APPROVAL OF MINUTES**

Upon a motion made, seconded and approved, the meeting minutes of February 16, 2005 were approved as submitted.

**OWNER INPUT**

An owner questioned about the trimming of the ivy and concerns with a large edge along the beds.

**FINANCIAL REPORT**

The reports from Merit Management for the month of December and January were approved, subject to audit. The February report from A. McKibbin & Co. was not approved due to the fact that management has not received information on the Associations reserve accounts.

**COMMITTEE REPORTS**

Landscape Committee

This is included in the management report.

Maintenance Committee

This is included in the management report.

**MANAGEMENT REPORT**

**FISCAL ITEMS**

**A. ACCOUNTS RECIEVABLE**

Management provided a report as of the 16<sup>th</sup> of March. There was one delinquent account and this account is with legal counsel.

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**B. ANNUAL AUDIT**

Management informed that Jose Mejares CPA has been asked to provide a bid for the 2004/05 annual audit.

**C. RESERVE STUDY UPDATE**

Management informed the Board that the new study is in process.

**D. 2005/06 ANNUAL BUDGET**

Management provided the Board with a proposed 2005/06 operating budget. Management briefly reviewed the proposed operating budget with the Board and indicated that a special Board meeting will be necessary to meet the April 15, 2005 mailing deadline.

The Board approved a special Board meeting to be held on Wednesday, April 13<sup>th</sup> at 6:00 pm. Management will check to see if Doyle Recreation Center can accommodate the meeting.

**E. OLD INVOICES**

Management informed the Board that they are working on clearing up many old invoices due Rescom and Tru Green. Management will keep the Board informed on the progress.

**F. IRS MATTERS**

Management provided to the Board two notices from the IRS. One notice concerned the need to pay taxes for 2003 and the second one concerned a refund of 1997 taxes. The Board authorized management to turn the two matters over to the Associations C.P.A., Jose Mejares.

The Board also indicated that the 2003 tax matter was to have been paid in November of 2004 by the previous management company.

**G. MERIT MANAGEMNT OPERATING ACCOUNT**

The Board signed a letter addressed to Sunwest Bank requesting the operating account #101177092 be closed and the balance in the account be sent to A. McKibbin & Co.

**H. BILLING QUESTION**

Management informed the Board that an owner requested that management change the billing information regarding the meeting date. The Board informed management that the information on the billing statement was fine and that no changes were needed.

**MAINTENANCE ITEMS**

**A. POOL MAINTENANCE CONTRACT**

Management PROVIDED THE Board with proposal fro the pool service contract. After some discussion, the Board approved the changing of the service contract to Blue Water Pool.

**B. POOL TRELIS CONTRACT**

Management will meet with the contractor and try to resolve the matter.

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**C. GUTTER CLEANING BIDS**

Management presented three proposals for the cleaning of the gutter through out the project. After some discussion, the Board approved the contract with General Coating at a cost of \$7,265.00.

**D. LANDSCAPE SPECIFICATION**

Management provided proposed landscape contract specifications guidelines for Playmor Terrace. After some discussion, the Board approved the new specification and requested management to solicit proposal based on the new specification.

**E. LANDSCAPE PROPOSALS FOR EXTRA WORK**

TRU Green Landscape provided three proposals for the Board review. The Board reviewed the three proposals and approved the changing of the color at the entries at a cost of \$708.16.

**F. LIGHTING CONTRACT**

The Board approved the cancellation of the contract for lighting inspections with Rescom.

**G. POOL RESURFACING CONTRACT**

Management was asked to locate the pool resurfacing contract which was performed in 2003. The Board indicated that there was a warrantee on the contract and that the pool surfaces are not holding up.

**H. PAVING CONTRACT**

Management was requested to try to resolve the paving issues.

**ADMINISTRATIVE**

**A. INSURANCE RENEWAL**

The Associations insurance policy will be expiring on March 31, 2005 and a proposal from the existing carrier was reviewed by the Board. The Board approved the new policy; subject to any additional proposal management may receive.

**B. SLIP & FALL ACCIDENT**

The Board authorized management to settle this matter.

**C. ANNUAL MEETING**

Management informed the Board that the Annual Meeting for the Association has been scheduled for May 18, 2005. Management will prepare, for Board approval, the necessary form for the 2005 annual meeting.

**D. CORRESPONDENCE**

Management reviewed the past correspondence with the Board. The Board requested management send letters to #13 and #128 advising them of the trash container policy and that they are not abiding by the rule.

Management to provide the Board with self adhesive notice to monitoring of the trash can problem.

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**OTHER BUSINESS**

**NONE**

**ADJOURNMENT**

The meeting was adjourned at 7:45 p.m.

Recording Secretary,

Adrian McKibbin

APPROVED

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Elsbeth, Erler, Secretary

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Date