



## Anclote Reserve

The Anclote Reserve Homeowners Association, Inc.

Board of Directors Meeting

January 25th, 2023 – 6:00 p.m.

Starkey Ranch Welcome Center – 2500 Heart Pine Avenue – Odessa, Florida 33556

**CALL TO ORDER:** The meeting was called to order at 6:06 p.m. by Community Manager Alex Nazario.

**PROOF OF NOTICE OF MEETING:** This was not reviewed.

**ESTABLISH QUORUM:** A quorum was established. In attendance were:

Name	Position	Present	Absent
Ed Burga	President	X	
Everrett Butler	Vice President	X	
Jeremy T. Slater	Secretary	X	
Justin Nikolich	Treasurer	X	
Ben Roddey	Director	X	

Alex Nazario, Community Manager, was also present.

**DISPOSAL OF MEETING MINUTES:** A motion was made by Jeremy Slater and seconded by Everrett Butler to approve the meeting minutes from 3/27/23 and 7/6/23 but table the approval of the meeting minutes for 10/5/23 because they were incorrect. The motion passed unanimously.

### **DIRECTORS REPORT:**

- **Presidents Report:** Ed Burga advised that he and Alex are meeting weekly to review the community and will do a once-a-month breakfast to touch base on any HOA business. Ed reached out to Jennifer at Green Acres to check in with her.
- **Treasurer:** Alex covered the treasurer's report as Justin is new to the position. Alex reviewed the financials from December 2023. A discussion was had about delinquent

homeowners, and Alex said there is no way to reconcile what the previous management company collected. Alex will be working with our legal Counsel to put together a collection policy for the association going forward.

- Secretary: Jeremy updated the Board that he would be posting the approved minutes to the website. Jeremy updated the Board that he has been attending the ARC meetings and relayed the importance of our community members following the ARC process and that there are a significant amount of violation letters going out from the MPOA for Anclote residents who have done exterior modifications without ARC approval. Everett asked what the biggest offender is right now, and Jeremy explained it was unauthorized driveway modifications.
- Management Report: Alex committed to sending out more consistent communications to both the Board and the community. His next eblast will go out on Friday, January 26<sup>th</sup>.

## **OLD BUSINESS:**

### 1) Gates

- a. Camera System: A discussion was held on the different camera system quotes that were received. Ed made a motion to approve the Silent Strike Gate Camera System Proposal with the understanding that it would not exceed \$7000.00. The motion was seconded by Everett and was approved unanimously.
- b. Gate System: The Board reviewed the quotes that were received and there were questions about the two proposals. A third proposal had been received by Liftmaster but was not included in the Board packet for approval. The Board instructed Alex to create a matrix and streamline the RFQ process so the Board could evaluate all of the proposals and ensure they were all the same. Alex will also reach out to Liftmaster to get a completed RFP from them. Alex will also ask each vendor to attend our next board meeting to answer any questions.
  - i. A motion was made by Jeremy Slater to table this item until the next scheduled board meeting. The motion was seconded by Everett and was approved unanimously.

### 2) Landscaping

- a. The Board received three bids from Liberty Land Management to improve the landscaping in the entryway.
  - i. A motion was made by Jeremy Slater to table this discussion until the gate work is completed. Ed seconded the motion, and it was approved unanimously.

## **NEW BUSINESS:**

### 1) Lighting

- a. A discussion was held about the potential for the Board to purchase LED lighting equipment from a third-party vendor, and Ed Burga and Ben Roddey donating their time and resources to install and support the equipment. Alex confirmed that this is not a conflict of interest because Ed and Ben are donating their time and materials and will not invoice or collect funds from the HOA.
  - i. A motion was made by Jeremy Slater to table this discussion until the next meeting. Ben Roddey seconded the motion and it was approved unanimously.

### 2) Pressure Washing

- a. Alex updated the Board that he is going to solicit bids for pressure washing service, potentially having a vendor service the community twice per year.
- b. Alex will also solicit bids for the repainting of any of the striped curbs in the community.

### 3) Review Process & Board SOP's

- a. Alex provided a draft copy of the Board Member SOP's for their review. The Board members will review and provide their feedback.
- b. A discussion was held on how the Board manages its vendors and ensures a feedback loop between the Board and the vendors hired to maintain and manage the community.
- c. Alex will further document the vendor management process in the SOP's for the Board.

### **ADJOURNMENT:**

A motion was made by Jeremy Slater to adjourn the meeting. The motion was seconded by Ed Burga and it was approved unanimously. The meeting adjourned at 7:24 p.m.