

**ARBOR TRACE HOMEOWNERS ASSOCIATION  
OF INDIAN RIVER COUNTY, INC.**

**Minutes**

**BOARD MEETING MARCH 29, 2018 AT KEYSTONE MANAGEMENT OFFICE AT 1 p.m.**

**MEETING CALL TO ORDER** – Meeting called to order at 1.07 by Tony Gervasio

**CALL OF THE ROLL** – In attendance: Board member - Tony Gervasio, Mike White, John Vicenti, Skip Heroux and Denis Brunt. Pam Rogers was in attendance representing Keystone Property Management.

**ESTABLISHMENT OF QUORUM** – Quorum was established.

**APPROVAL OF MINUTES** (Board Meeting March 20<sup>th</sup>) Mike White moved to approve the minutes. Seconded by Skip Heroux.

**OLD BUSINESS**

**ARC Committee Report**

One request was submitted and approved.

Discussion on advice to homeowners to acquire a county/city permit prior to final approval by ARC. Within this context there was further discussion with respect to a homeowner installing a shed on concrete slab without a permit (for slab and shed) or ARC approval.

**Welcoming Committee**

The Welcoming Committee has requested earlier notification of the arrival of new homeowners to Arbor Trace. Pam Rogers has advised the Account Manager Shari to include Sandy and Bette Jean when she tracks the new Warranty Deeds and advises the Board (email 3/26).

### **Grounds & Appearance**

Concerns were shared with respect to trash cans being visible from the road as well as illegal parking (blocking the sidewalk, double parking etc). Residents will be notified of neighborhood 'committee walkthrough' to inspect ground and appearance on April 15th. New members of of this committee are needed.

### **Sidewalk Concrete Repairs**

Correction of uneven sidewalk slabs was discussed. Slabs needing repair will be marked with orange paint. Vendors will be contacted to discuss cost and process of repair. There are projected cash outflow for concrete repairs.

### **Gates/Access/Cameras**

Faults in the gate system were identified. Issues that need immediate attention were highlighted as well as concerns that were not so immediate. Skip Heroux moved to engage in conversation with a new gate vendor with respect to immediate repairs and continued maintenance together with repair of non-immediate concerns.

### **Treasurer's Report**

John Vicenti reviewed the Balance Sheet and Income Statement as of February 28, 2018.

Accounts Receivable: as of February 28, 2018

Delinquencies: 6 accounts for \$2305.00

Collections: 3 accounts for \$2260.00

Liens: 1 account for \$1,510.00

Foreclosures: None

HOA Maintained Properties: None

## **Delinquencies**

Liens against those homeowners in HOA arrears are with the attorney

## **Foreclosures**

There are no foreclosures

## **NEW BUSINESS**

### **Board of Directors' Meeting Schedule 2018-2019**

It was agreed that the above meetings will take place on the last Monday of the month at 9am. Meetings will continue at the offices of Keystone Property Management Group

### **Parking Tickets**

Clear parking violations were identified. It was also acknowledged that a homeowners continued violation is the priority. Board members were provided with parking tickets to apply at their discretion.

### **Committee Members Needed**

Appeals, Grounds and Appearance, Storm Management

**ADJOURNMENT** : 2:10pm