

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

**BOARD MEETING December 19, 2017 AT KEYSTONE MANAGEMENT OFFICE  
AT 1 p.m.  
2001 9<sup>th</sup> Avenue, Suite 308, Vero Beach, FL**

**MEETING CALL TO ORDER** – Tony Gervasio called the meeting to order at 1:00 p.m.

**CALL OF THE ROLL** – Present: Tony Gervasio, Barbara Sylvester, Louise Slattery and Pam Rogers representing Keystone Property Management.

**ESTABLISHMENT OF QUORUM** – A quorum was established.

**APPROVAL OF MINUTES** (2018 Budget Meeting and the November 2017 Board of Directors Meeting) – Barbara Sylvester moved to waive the reading of the minutes of the 2018 Budget Meeting and the November 2017 Board of Directors Meeting and to approve them as posted. Seconded by Louise Slattery and unanimously approved.

**OLD BUSINESS**

Members Comments on agenda items – Members Marie Bowen, Marla Simons and Jeff Simons were in attendance. Members discussed their approval of the berm improvements, raised issues about debris on the swale between Arbor Trace and Legend Lakes not being cleaned by Arbor Trace Homeowners for a couple of lots, one lot with pool screen debris from the hurricane stored behind the pool, and a commercial truck with signage parked on one of the cul de sacs in violation of the HOA parking policy. Violation letters will be sent to homeowners as needed.

Neighborhood Watch – No issues to report.

ARC Committee Report

Number of Requests Approved – 2 approved

Number of Requests Denied – 0 denied

Welcoming Committee – No visits made. New visits to be scheduled after the holidays.

Grounds & Appearance

- Spring clean-up violation letters follow up – review for 3<sup>rd</sup> stage of violation letters to be done by Grounds and Appearance Committee. Calls from homeowners to the management company about completion of noted violations are being noted.
- Grass strips ruined by hurricane debris – 2<sup>nd</sup> violation letter to be sent to those homeowners who have not repaired the grass strip in response to the 1<sup>st</sup> violation letter.

- 1<sup>st</sup> violation letters to be sent to one homeowner who has a damaged grass strip that has not been repaired and to one homeowner with a tree trunk that has not been removed after the tree had been damaged by the hurricane, and to 2 homeowners whose landscapers were mowing on the weekends.
- 2<sup>nd</sup> violation letter to be sent to homeowner with trash barrels left outside visible from the street.

#### Landscaping

- Berm project – update: New sod has been planted to raise the sod line. It was noted that a couple of lots did not receive new viburnum plantings and the landscaper will be notified. Following a problem with an irrigation line, the irrigation vendor is replacing new sod that was not adequately watered on the Oslo side of the berm. Watering of new plants and sod to be more closely monitored by irrigation vendor.

#### Gates/Access

- Cameras – Tabled to the next meeting.
- Gate vendor contract – 2 gate contracts were received from vendors. Following discussion, Louise Slattery made a motion to accept a new one year contract from the existing gate vendor for gate preventive maintenance and access control, seconded by Barbara Sylvester and approved unanimously.

Treasurer's Report: Louise Slattery reviewed the Balance Sheet and Income Statement as of November 30, 2017.

Accounts Receivable: as of December 13, 2017

Delinquencies: 7 accounts for \$2,455

Collections: 1 account for \$1,285

Liens: 1 account for \$1,285

Foreclosures: 0

HOA Maintained Properties: 0

Covenant Violations: Noted above

Website: No updates

**NEW BUSINESS** – Mailboxes – The model of mailbox and post used for Arbor Trace is no longer available from the manufacturer. Board discussed the issue and decided that a white mailbox similar in nature to the former mailbox – all white, mounted on a 4 x 4 post with a white plastic sleeve complimentary to other mailboxes in the community – would be acceptable.

**ADJOURNMENT** – Meeting adjourned 2:05 p.m. Next meeting scheduled for January 25, 2018.