

VERSAILLES III PROPERTY OWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
January 26, 2016

Pursuant to duly given notice the Board of Directors Meeting of the Versailles III Property Owners Association, Inc. was called to order by the President, Bob Guzinsky on January 26, 2016, at 9:30 a.m., Renaissance Club, Sun City Center, FL 33573.

Roll Call: Directors present: Bob Guzinsky, Joanne Brennan, Dorothy Ricenbaw, Harriett Seckel, and Bob Cranch via Skype. Also present L.E. Wilson & Associates representative, Lou Ellen Wilson and Jeff Staley and four (4) members.

Minutes: Harriett Seckel made a motion, seconded by Joanne Brennan to approve the minutes of the October 5, 2015 and November 20, 2015 meetings as presented. Motion was unanimously approved.

Jeff Staley, President of L.E. Wilson & Associates, Inc. (LEW) outlined his purchase of the LEW stock on July 1, 2015 and its effects on the operation of the company. He stated that all of the employees had remained and he is committed to offering the same services at the same price. Since it was a stock purchase it did not affect the current contracts. He outlined the upgraded technology that was being implemented

- (1) Upgraded telephone system – he stated he would furnish a interoffice directory for the Board members to access
- (2) Upgraded accounting systems – checks are mailed directly to a lock box for immediate deposit into each Association Account
- (3) Upgraded Web Site containing a link for individual Associations, will also allow method to contact all members with e-mail directly. Link will be available to the Versailles III website.

Discussion held regarding the current contract with LEW. Jeff agreed to send a sample contract via e-mail that he uses for board members to review and comment. Further, it was agreed that the BOD would review current LEW management contract, make edits/suggestions and return to Jeff with markups for his review and he in turn will forward comments to the BOD. Following the review and edit of current document a follow-up meeting will be scheduled with Jeff and BOD to finalize content of future contract.

He stressed he was committed to improving communication and invited board members to contact him directly if they had a concern or question.

Correspondence: None

Financial Reports: Manager reviewed the December 31, 2015 reports. Bob Cranch made a motion, seconded by Dorothy Ricenbaw to accept the reports for information and authorize Manager to mail a copy to all members. Motion was unanimously approved.

Manager's Report: Lou Ellen Wilson (copy attached).

Board members signed Certificates stating they had read F.S. 720 and the governing documents for Versailles III.

Committee Reports:

Architectural & Landscape Committee: Two requests had been reviewed and approved.

Confirmed membership: Joanne Brennan, Gene Duval & Terry Bennett.

Architectural & Landscape Committee (cont'd.):

Communication process for Lawn Concerns:

1. Homeowner reports concern to Manager –preferably via e-mail or work order on web site
2. Manager issues work order to Contractor, with copy to ALC members & resident reporting issue and/or requesting work.
3. Contractor contacts homeowner directly to discuss/meet in follow-up.
4. Contractor e-mails Manager with copy to ALC stating work was completed and/or action that may or may not be taken.

Communication process for ALC Requests:

1. Homeowner reviews ALC guidelines on website to determine if ALC request process is required. Questions before submission may be made to committee members. (It was agreed that Joanne Brennan would be the main point of contact for the ALC in consideration of the other members' work and/or snow-bird status).
2. If ALC request form is required, homeowner submits completed, signed form to ALC committee member.
3. ALC will schedule a meeting to review request upon receipt of complete ALC request form.
4. If approved, a signed electronic copy of approved request is forwarded to LEW and homeowner and LEW will prepare and send a formal approval letter to homeowner. Work may begin only after formal approval letter is received.

Lawn Contract – expires February 28, 2016. Committee will meet with SunTurf to negotiate a new contract – suggested that new contract expire at the end of March rather than February.

Social Committee: No report.

Old Business:

1. Fidelity Bond. Manager explained that the current coverage as approved by the members at the annual membership cost is approximately \$250.00 and covers the Board members. LEW employees are covered by the company policy. Board members agreed that the board has a better understanding and will communicate same to the members at the 2016 Annual Meeting prior to vote.

New Business:

1. **Bank Signature Cards** were provided and signed by the Officers and Manager.
2. **New Owner Packet:** Manager furnished a copy of the current letter being sent to the new owners, which will be reviewed and edited by the Board Members. Manager will notify all Board members and Doug Gatchell of new owners when information is received.
3. **Status of Renters:** Manager to write article in next newsletter reminding all members who rent their home they are responsible to notify the office the name, contact information, term of the lease and furnish proof of 55+ status.
4. **Board Member Resignation/Appoint New Member:** Harriett Seckel announced that she was resigning as a Board member as of the end of this meeting. They have purchased another home in SCC and will be moving. Harriett was thanked for her service and wished her well in their new home. Joanne Brennan made a motion, seconded by Bob Guzinsky to appoint Karen Marmon to fill the vacant term. Motion was unanimously approved.

There being no further business, meeting was adjourned at 10:20 a.m.

Respectfully submitted,

Dorothy Ricebaw, Secretary
Lou Ellen Wilson, Recorder