

Pending approval by the RU1NA Board of Directors

Rivendell Unit 1 Neighborhood Association, Inc.
591 Meadow Sweet Circle, Osprey, FL 34229

Minutes of the Board of Directors Meeting
May 19, 2022 , 7:00 p.m. EST
(Conducted via Teleconference)

Call to Order President	Marilee, President, called the meeting to order at 7:00 pm
Confirm Quorum	Marilee Casale, Kathi Webber, Carole Myles, Jim May, and Bob Metelko was in attendance via teleconference call. Four (4) homeowners also joined the call.
Proper Notice	A proper Notice and Agenda was sent to all homeowner via email on 5/17/2022 at 5:15 pm.
Adopt Agenda <i>Motion</i>	Upon a motion by Kathi Webber and seconded by Carole Myles. The agenda was unanimously approved.
Approve Minutes <i>Motion</i>	Upon a motion by Bob Metelko, seconded by Carole Myles the minutes of the April 12, 2022. Board minutes were unanimously approved.

Opening Comments

Welcome

Welcome everyone and thanks to Bob Metelko for hosting tonight's meeting on Zoom.

We sent out note on the passing of Patty Lang. We send our sincere condolences to husband, Steve.

Treasurer's Report

Operating & Reserves are healthy. Income met expectations for the month. Expenses appear to be under budget, but we have a bill that is being paid for tree trimming that was a bit late.

Reserves have decreased by 19k due to clubhouse renovations. The Clubhouse painting should be taken out of the current operating costs. We are using the rollover from last year to cover these expenses.

Accounts Receivable – one account is late.

Reserves are strong.

See report for full details

Committee Reports

Finance and Budget

The Treasurer's Financial Report attached serves as the Committee Report. Currently, the Chair position is vacant for Finance & Budget Committee.

Landscape

Carole Myles presented the Landscape Committee report (see attached).

Highlights:

- Weekly edging, mowing continues
- Sprayed for insects
- Pump for irrigation...we are still waiting on the chip. Thank you for volunteers who are manually watering twice a week. We heard the controller has been shipped. We are delaying any new plantings until it is installed.
- The list for the homes that will be planted has been drafted. Carole is in the

process of meeting with the impacted homeowners.

- Wet check to happen in next few weeks
- Sod plan is underway
- Anderson Paving has been contacted to get us an estimate on sealing the alley
- Completed paperwork/application on planting trees on the county property. See Old Business/Canopy Trees for add'l info
- May 2nd met Carole met with Bert Andresen, Chris Smith and Steve Bragg to cover irrigation needs for Chris is away for 3 weeks.
- All new planting needs to be hand water by homeowner or a designate until the controller is in place, we do not have ability to water their plants through irrigation system as of today.
- Storm Swale project will be starting soon. Bert is backing up Carole on this project.
- Irrigation emergency – contact Steve Bragg until Chris returns.

Facilities Management

Operations meeting held with Dan Maciejewski, Steve Bragg, Bert Andresen, Chris Smith, Marilee and Bob to review and assign outstanding maintenance/repair items. Work completed included bathroom locks changed to keypads to improve security; feedback has been very positive. Old file cabinets and other metal removed from utility room to free up space for irrigation materials. Pool fence caps replaced, pool shower leak and the latch on pool gate fixed. Leaves removed from air conditioner compressor and cover installed. Repair is required on the coping around pool: operations members are helping to get quotes.

Reminder to owners that outdoor items need to be secured if a storm comes in. We would

need to know if there are any specific homeowners to be notified or require help.

Painting of Brick pillars and steps. Braendel Painting is being asked for an estimate

ARC

Five ARC requests – Roof Replacement #525; #552 - Painting of home. #530, 567, 502 – all requesting to update their landscaping

Communications

Social: Kentucky Derby night was a great success. Thanks Kris and Bill Ordman for hosting. Social Committee will meet in fall to plan for next season

Big Riv Communications – 1 article submitted for the Big Riv Newsletter. Gong Show

Directories are not finished yet by Big Riv.

Old Business

Canopy Tree Trial

A canopy tree test is underway, working with folks at the county. Requests for permits are being finalized. We will need to pay \$65 fee to the county. The tree estimates \$1200 for Shady Ladies/Black Olives Trees. These trees do not drop leaves and will not have the root issues like the oaks. We have selected two different areas on the circle to test these trees. If these work, it will help us with the solution with replacing the oaks. The size of the trees: 35 Gallons. We will need to work with Chris Smith to set up a drip line.

Motion

Motion: Carole Myles. 2nd by Jim May. Go forward with spending \$1,265 on the Tree trial. All were in favor

Amendment to Standing Rules

We received from Jackson Kracht our Certificate of Amendments filed with the county clerk and will be placed on our website.

Motion

Motion: to remove the fences moratorium from Landscape Standing Rules. Kathi made motion. Carole 2nd. Motion passed unanimously.

New Business

Alley Resurface

Carole is working on getting quotes on resurfacing the alley. June meeting, we will get an update from Carole and potentially require a motion

Operations & Maintenance Committee Charter

Board discussed a new charter and renaming Facilities to Operations & Maintenance. The charter information is attached for review.

Motion

Motion Made by Bob Metelko to change name to Operations and Maintenance Committee and reestablish role and responsibilities. This replaces the facility committee. Carole Myles 2nd. Passed unanimously

Board of Directors Comments

Bob will not be in the next meeting. Bob shared that we can still use Zoom. Jim will be the host.

Jim – Any preference on accounts for clubhouse painting. Use Clubhouse maintenance.

Kathi will be in circle from June 1-6th. Please let me know if I can do anything to support the board at that time.

Homeowners Comments

Thanks to everyone that volunteers to make our neighborhood look so good. People are saying the community looks terrific.

Next Board Meeting

June 16th, 7pm

Adjournment

Upon motion by Jim May, 2nd by Bob Metelko, it was unanimously resolved to adjourn the meeting at 7:56 p.m. EST.

Kathi Webber, Secretary

May 19, 2022

MSC Monthly Financial Report

Report on April 2022 Financials

May 17, 2022

Our latest financial report continues to indicate a healthy financial condition for our Association.

INCOME AND EXPENSES:

Our **Income** for April was on budget for the month and for the year-to-date.

Our **Expenses** appear under budget for the month and the first quarter, but that is due to an outstanding tree-trimming bill that is in the process of being paid. Once that bill is paid, we'll be slightly over budget in grounds, but that will even out in a few months.

RESERVES:

Through April, our reserves have decreased by about \$19,000 due to moneys spent to upgrade the Clubhouse. We still maintain healthy balances in all accounts.

Submitted by Jim May, Treasurer

OPERATIONS & MAINTENANCE ADVISORY GROUP

MAY 2, 2022

PARTICIPANTS:

BOB METELKO (BY PHONE), MARILEE CASALE, STEVE BRAGG, DAN MACIEJEWSKI, BERT ANDRESEN, CHRIS SMITH, CAROLE MYLES, AND JOE CASALE

PURPOSE OF GROUP (CHARTER)

- PROVIDE ADVICE AND COUNSEL TO BOARD ON OPERATIONAL AND MAINTENANCE ISSUES ON THE CLUBHOUSE, POOL, MAILBOXES AND SIDEWALKS AND STREETS (I.E., COMMON GROUNDS/PROPERTY).
- COORDINATE/ASSIST ON REPAIR PROJECTS AS APPROPRIATE
- IN CASE OF STORM EMERGENCY, ASSIST IN SECURING CLUBHOUSE/FURNITURE, CHECKING ON RESIDENTS, ETC.
- CALL VENDORS FOR REPAIRS AND ACT AS "POINT OF CONTACT" IF NEEDED, E.G., A/C, SOLAR PANEL, POOL PUMP, ETC.

REMAINING CLUBHOUSE RENOVATION ACTIVITIES:

- HANG LIBRARY FAN/LIGHT AND WOODEN RACK IN WOMEN'S BATHROOM (STEVE)
- REPLACE BATHROOM LOCKS WITH KEYPAD LOCKS – SET UP CODE(CHRIS) **DONE**
- RECYCLE METAL **DONE** & OLD PAINT IN UTILITY ROOM (DAN & BERT)
- REMOVE OLD FILE CABINETS/DISPOSE OF THEM (DAN & BERT) **DONE**
- REORGANIZE THE UTILITY ROOM (CHRIS)
- PAINT FRONT BRICKS (MARILEE CONTACT BRAENDEL PAINTING) **WAITING FOR ESTIMATE**
- FIX OUTDOOR SHOWER LEAKS (BERT) **DONE**
- FIX POOL ENTRANCE GATE/CLEAN BOTH GATES (BERT) **DONE**
- FINISH REPLACEMENT OF POOL FENCE CAPS (BERT) **DONE**
- CLEAN AROUND POOL PUMP (MARILEE CONTACT SW POOLS) **DONE**
- PLACE SCREEN COVER ON COMPRESSOR (MARILEE ORDERED; BERT INSTALL) **DONE**
- REGULAR LEAF REMOVAL IN GUTTERS ON WEST SIDE OF CLUBHOUSE/SCHEDULE VENDOR ON QUARTERLY BASIS (**CAROLE FOUND VENDOR; DAN TO SCHEDULE**)

NEW:

- REFINISH/REPAIR CRACKS BY POOL COPING (MARILEE CONTACT SW POOLS FOR RECOMMENDATION) **1ST ESTIMATE RECV'D; BERT, STEVE & MIKE H SEEKING OTHER OPTIONS**

- REMINDER TO ALL OWNERS TO SECURE/STORE OUTDOOR ITEMS WHEN LEAVING FOR SUMMER (MARILEE) **COMMS TO SEND OUT REMINDER**
- SEND POOL CHECKERS MEMO ON WHO TO CALL IF ISSUES (MARILEE)
- RESURFACE OF ALLEYWAY (**CAROLE WAITING FOR ESTIMATE**)

NOTE: IMPORTANT WHOEVER ACTS ON ISSUE, NOTIFIES OTHERS SO NO DUPLICATION OF EFFORT

UPDATED MAY 19, 2022

May 19, 2022

LANDSCAPE COMMITTEE REPORT

Activities Since Last Report:

- We are continuing with the same schedule of edging, mowing and trimming weekly.
- We have sprayed for insects and fertilized this past week.
- The boulevard has not received the special applications that was recommended by Grant from GreenTech. I will be following up on this for a date.
- We still are operating under the 2 days week of irrigation by turning on and off the pump at the pond. I heard Tuesday at the Maintenance Committee that the controller has been shipped and should receive by June 15. We are delaying planting any new plants or grass due to limited watering and hoping by end of June it will be up and watering.
- GreenTech has scheduled a wet check for the 23 and 24 of May. This has not been done in 4 months.

PENDING and UPCOMING ACTIVITIES:

- A list has been compiled as to what yards and what will be accomplished in each of these chosen yards. This may need to be tweaked somewhat but in general we are confident in our list. None of this will be done until we start to get some rain. I have also spoken to several of the residents on the list regarding type of plants to either be taken out or planted. Everyone on list will be notified on what vision we have on upgrading plants and or removing very old plants with same new plant.
- We have not looked at replacing sod yet. That will take place very soon, and like the plants we are waiting for irrigation to be up and running.

BUDGET CONSIDERATIONS:

- For plants and sod we have not spent any of our budget this year. We have trimmed all the trees and palms the end of March for the year.

RECOMMENDATIONS for the BOARD:

- The alley still needs to be done and I have contacted Anderson Asphalt for a quote. They were to contact me this week to come and give estimate on sealing or paving the alley. I recalled them today but they have not contacted me as of 3:00.
- The work on the swale will be started on May 30th. weather permitting.
- We have received an estimate to plant 2 trees on County property and waiting to complete the paperwork to continue. The placement for the trees has been picked to close in some gaps Of the oaks.

Carole Myles Landscape Chair

MSC Communications Committee Report

Board Update

May 18, 2022

Activities since last report:

Social Committee: Our Kentucky Derby party on May 7th was a great success. There were Derby games, delicious snacks, and plenty of laughs. We thank Kris and Bill Ordman for hosting this event. At this time our planned social activities for this season have drawn to a close. Thanks to everyone who hosted and participated in these events. The Social Committee will meet in the fall to begin planning the 2022-2023 activities.

General Communications:

- An article about our Gong Show, as well as some photos from the event, were submitted to the Woodlands Word for publication.
- Periodic community updates and news were emailed to owners and residents.

Pending/Upcoming Activities: Community news communications as needed.

Budget Considerations: None at this time.

Recommendations for Board review: None at this time.

Submitted by Jim and Marilyn May

Special Addendum – May 2022
Board of Directors

Marilee Casale, President
(908) 432-3241; marileecasale@gmail.com

Bob Metelko, 1st Vice President
(216) 409-9850; bob@cstdinc.net

Carole Myles, 2nd Vice President
(813) 957-3433; cmyles0@gmail.com

Kathi Webber, Secretary
(603) 978-7384; kathi.travel@gmail.com

Jim May, Treasurer
(440) 666-2375; jdmay333@gmail.com

Standing Committee Chairs

Landscape & Irrigation– Carole Myles
(813) 957-3433 ; cmyles0@gmail.com

Irrigation Emergencies – Chris Smith
(941) 780-7199 ; chris208@maroonriver.net

Operations & Maintenance – Dan Maciejewski
(419) 467-4525; dmaciejewski180@gmail.com
Board Liaison – Bob Metelko

Cottages ARC Representative – Joe Casale
(908) 672-4170; joecasale@att.net
Board Liaison – John Martin

Communications – Marilyn May
(440) 465-2519 (Marilyn); jdmay333@gmail.com (J) rockrbob@gmail.com (M)
Board Liaison – Jim May

Welcome Committee – Debbie Craddock & Jenny Volk
(239) 910-3417 dacraddock@aol.com; (Debbie); (941) 320-4305 (Jenny)

Social Committee – Debbie Craddock
(239) 910-3417; dacraddock@aol.com
Board Liaison – Kathi Webber

The Cottages

“Who to Call” Contact List for Questions & Concerns

Clubhouse, Street Lights and Mailbox, Pool, Pump, or Solar Panel Issues:

Dan Maciejewski (419) 467-4525; Steve Bragg (309) 838-8161;
Bert Andresen (315) 794-8977

Clubhouse Reservations, Welcome Committee & Social Committee Questions

Kathi Webber (603) 978-7384 or Debbie Craddock (239) 910-3417

Landscape & Irrigation*

Carole Myles (813) 957-3433

Irrigation Emergencies ONLY: Chris Smith (941) 780-7199

Rivendell Architectural Review Committee (ARC)

Cottages' ARC Representative: Joe Casale (908) 672-4170

***A Note about Irrigation**

Our irrigation repair and maintenance is handled by GreenTech, our landscape maintenance company. They will perform regular irrigation maintenance inspections monthly, and complete major and routine repairs and programming of irrigation control boxes.

Our Cottages' irrigation team remains your single point of contact in all emergency and non-emergency situations.

- For an emergency such as a geyser or a system that won't shut off, Call Chris Smith first 941-780-7199 or 941-999-1198 or Carole Myles (813) 957-3433 as backup.
- Call Carole Myles (813) 957-3433 with all other concerns. We will either fix the problem or arrange for service from GreenTech.

We ask that homeowners do not request service directly from GreenTech