

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
September 23, 2021 7:00 p.m. EST
(Conducted via Teleconference)

Call to Order President

President Marilee Casale called the meeting to order at 7:00 pm

Confirm Quorum

Marilee Casale, John Martin, Carole Myles, Bob Metelko and Kathi Webber were in attendance via teleconference call. Nine homeowners also joined the call.

Proper Notice

A proper Notice and Agenda was sent to all homeowner via email and posted on the neighborhood bulletin board on 9/21/2021 at 6:45pm

Adopt Agenda
Motion

Upon a motion by Bob Metelko and seconded by John Martin, the Agenda was unanimously approved.

Approve Minutes
Motion

Upon a motion by John Martin and seconded by Carole Myles, the minutes of the June 17, 2021 Board meeting was unanimously approved.

Opening Comments

Welcome

President Casale welcomed everyone and thanked our host Bob Metelko for organizing the Board meeting call on Zoom.

New Cottages Welcome Handbook. Thank you, Jim and Marilyn May, for sponsoring this project.

Clubhouse Internet – Thank you Chris Smith and Joe Casale for getting this complete. Frontier is the provider.

Thank you to all volunteers for all the work that the neighbors are doing with landscaping, pool checks and all the other activities to keep the community going. Especially Dorie, Carole and Chris that have been spending a great deal of time outdoors helping our community.

We will be meeting again in October via Zoom and potentially in person.

Treasurer's Report

March 2021

Bob Metelko provided highlights of the prior month financials. We are in a strong cash position –. 115,100. We only have one account that has any amount past due for \$142.15 – The best in many years.. We are pleased our new collections procedure continues to be paying off as we have the smallest Aging report then in the past few years. Our income \$5 over budget. See attached Treasurer's Financial report for additional details.

Reserve: 174k

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:

- Removing invasive plants
- New crew was in to do mowing and the weeds. We would like to keep this

crew. Working with Jessica to see if we can get this to happen

- Irrigation – Pump malfunctioned 3x. Worked on water schedule to support sod replacement
- Olive Branch Tree Trimming – Removed dead trees at 502
- Sod – Wilhelm to determine when to replace newly unstable sod
- Disease palms at 527 needs to be removed. Nothing can be planted there for 7 years. The root disease can spread if not addressed
- Mulch – Truscapes bid. Big Riv is using this firm. This firm would have us under budget for mulch vs. going through Wilhelm

Facilities Management

Pool Leak fixed.

As previously report, the railing is installed.

Thank you to everyone doing the pool checks.

ARC

We have no formal committee. John Martin is the contact with Big Riv.

Seven ARC requests to be viewed for consideration of approval by the Big Riv ARC ARC committee. The forms must be delivered by the 15th of a month for the ARC committee to review. Our Board only has the power to recommend or not recommend approval. The final approval is done by the Big Riv ARC.

Drainage Swale, 524 MSC, this has been reviewed by Big Riv and Marilee Casale has been in touch with Big Riv and Aaron Twitchell.

Communications

Welcome Committee – Welcome Handbook is Completed. Thank you to the Mays, Jenny Volk and Deb Craddock. Limited number of copies has been distributed to the new home owners this summer. The entire community will receive the handbook by end of the year.

The clubhouse is now open for homeowners to reserve. Call Kathi Webber or Debbie Craddock to reserve.

- US Flags for Labor Day weekend.
Thank you for all those that helped

Old Business

Reviewed issues with Lawyer, Jackson Kracht

1. Fences Amendment – To be voted on at Annual Meeting
2. Super Majority Change (2/3 Homeowners) to Majority (50% +1 Homeowners) so we can bring our amendments up to date - To be voted on at Annual Meeting

New Business

Amendment, Homeowners continue to be able to attend via electronic access like Zoom

Motion

Kathi Webber made the motion to accept Resolution Authorizing residents not physically present at a membership meeting to participate via remote communications if they have signed. John Martin Seconded. Marilee Casale read the full amendment drafted by Jackson Kracht Esq.

Discussion: Questions around voting. Does this include the secret ballot elections? No
Motion passed by all Board Members

Written Consent for Homeowners to receive electronic communications.

Marilee to work with the communications team to send out to the homeowners.

Mulch Contract Proposal

MOTION

Truscapes submitted bid, the same vendor that Big Riv is using. 235 Yards of Pine Bark mini mulch. Price \$10,313 vs. 14,537 from Wilhelm. Motion made by Carole Myles. Kathi Webber 2nd.

Chris and Carole are working on process for homeowners to indicate preference
Timing: Target October.

All in favor. Motion passed

Rivendell ARC & Compliance Changes

We do not have an Architecture Review committee the Cottages. Big Riv has become much more active in this work, including doing audits for ARC compliance. A notice was sent by Marilee Casale in August to let our homeowners know about this new focus. The Big Riv ARC & Compliance committee will begin to fine people that do not apply for authorization in advance of doing work that requires ARC approval. Big Riv has sent out new Standing Rules that will be reviewed on the Oct 13th meeting. We encourage you to review the documents/resolutions prior to the next Big Riv Board meeting.

Budgeting

Carole is working on getting 3 bids for landscaping including our current vendor. Brighthouse is buying one of the companies that we are interested in. The Villas at Rivendell uses Brighthouse and are happy with them.

Budget Discussion – It has been suggested that we need to replace Pool Furniture. Deb Craddock is looking into this on behalf of our community

By October meeting, we are targeting to have an initial budget so we can have discussion

November meeting will have the final vote on the 2022 Operating Budget so it can be communicated to homeowners by year's end.

Board of Directors Comments

Welcome New Home Owners

Welcome to our six new neighbors.

Thank you

Thank you to Carole Myles for working hand in hand with Greg Volak to have the trees on Rivendell Blvd trimmed.

Trees

Carole has worked with Big Riv and Tree Tops on the entrance of MSC. Big Riv will be trimming these trees in the near future

Homeowners Comments

How will the handbook be distributed?

1. PDF for electronic
2. Discussing having a separate meeting at the clubhouse/virtual to review and discuss changes

Next Board Meeting

Oct 21, 2021, 7 pm via ZOOM

Adjournment

Upon motion by Bob Metelko, seconded by John Martin, it was unanimously resolved to adjourn the meeting at 8:25 p.m. EST.

Kathi Webber, Secretary

Sept 23, 2021

MSC September 2021 Financial Report

Report on August 2021 Financials

NOTE: MOST AMOUNTS WILL BE ROUNDED TO THE NEAREST \$100

Cash was down a bit from \$140,000 to \$115,100

Total assets were down from \$309,200 to \$288,600 mostly due to the Cash account.

The total liabilities were down from \$215,600 to \$195,700.

Income Statement:

Total income for the month \$20,800

Total expenses – operating- \$20,300

Total Income after including Other Expenses, (\$800)

The actual to budget numbers follow:

Our income was \$5 under budget.

The grounds account is the biggest, and it came in over budget by \$1,800.

Building Maintenance was great at \$190 under budget.

The Swimming Pool account ended up \$90 under budget.

The utilities were \$55.00 under budget with lower electric and water usage and including Internet.

The Administration account was \$600 under budget.

Net Income was (\$1,000) under budget.

RESERVES:

The Reserve Accounts increased by about \$1,300 over last month to \$174,400.

A/R Aging

Includes just one home with a total owed of \$142.15.

MSC SEPTEMBER 2021 FACILITIES REPORT

The new pool railing to help people enter and exit the water has been installed.

LANDSCAPE COMMITTEE REPORT: September 23, 2021

ACTIVITIES SINCE LAST REPORT:

The past three months have been very busy with tree trimming, sod replacement, removal of plants (Mexican petunias & magnolias), and irrigation and pump repairs. Wilhelm sent a new crew Tuesday, September 21. They were excellent and efficient with mowing, edging, and spraying weeds. We are going to request to maintain this crew.

IRRIGATION: Between July and August the pump malfunctioned three times interfering with the watering schedule and consequently the sod replacement schedule. The pump is now repaired with a new filter system which will help with the clogging of the sprinkler heads.

PLANTINGS/TREE TRIMMING: A new company with high ratings, OLIVE BRANCH TREE TRIMMING, was used in August. The county used this company to remove the dead oak tree at 502. For us, they removed and trimmed the magnolias and trimmed the oak tree overhanging roofs at 527 and 529. They did a good job.

WEED CONTROL: Weeds were sprayed, however the application seemed insufficient; thus a second application was applied by Wilhelm on September 21.

SOD: The sod replacement is not going well. Carole went house to house with Jessica from Wilhelm to evaluate this situation. Wilhelm will monitor and decide on replacement.

PENDING /UPCOMING ACTIVITIES:

We're waiting for a bid to remove the diseased palms at 527. They have root rot which can spread. After removal, no planting can be done in that area for seven years.

MULCH: Presently, we have received a bid from a new company, TRUSCAPES, for mulch. Big Rivendell has contracted with them. If the board votes an approval to use their services, this will create a substantial savings for our association.

BUDGET CONSIDERATIONS: Addressed in activities report.

RECOMMENDATIONS FOR THE BOARD: Recommending the board vote and approve the use of TRUSCAPES for mulch application.

Carole Myles/Dorie Bourke/Landscape

MSC Communications Committee Report

Board Update

September 23, 2021

Activities since last report:

Welcome Committee: The final version of the revised Cottages Handbook is complete. A limited number of copies have been printed and distributed to new residents/owners. Distribution to all MSC residents/owners will be this fall.

MSC's Social Committee: With the continued high rate of Covid infections, the Board does not support organizing any formal social gatherings at this time. However, the Clubhouse is open to owners to rent and they are welcome to organize something on their own.

General Communications:

- Delivered community updates and news to owners and residents.
- Distributed the 2021 Rivendell Directory to all Cottages residents/owners.
- Requested volunteers to assist with the display of U.S. flags around the circle on Labor Day weekend and acknowledged those who helped.

Pending/Upcoming Activities: Community news communications as needed.

Budget Considerations: We will be getting estimates for printing a sufficient number of Cottages Handbooks for all MSC residents/owners.

Recommendations for Board review: None at this time.

Submitted by Jim and Marylin May

Communications Committee Co-Chairs