

**CEDAR HOLLOW AT TARA CONDOMINIUM ASSOCIATION, INC.**  
**BOARD MEETING MINUTES – OCTOBER 10, 2023 – 6:30 PM**  
**TARA PRESERVE COMMUNITY CENTER**  
**7340 PRESERVE LANE, BRADENTON, FL 34203**

**CALL TO ORDER / CERTIFYING A QUORUM** – The meeting was called to order by Vice-President Vinnette Palmer, at 6:30 PM. Other Board members Angela DeAngelis and Ralph Ditillio attended via phone. Dwight Guth was absent with notice. A quorum was established. Judie Littell, LCAM, and Robert Wiebusch, LCAM, attended representing Progressive Community Management, Inc. (PCM).

**PROOF OF NOTICE** – Notice was posted in accordance with the Bylaws of the Association and requirements of the Florida Statute.

**APPROVAL OF MINUTES** – Vinnette Palmer **motioned**, seconded by Angela DeAngelis, to approve the minutes from the September 12, 2023 board meeting. **The motion passed unanimously.**

**FINANCIAL REPORT** – Ken Palmer reviewed the September 2023 financials. Angela DeAngelis **motioned**, seconded by Vinnette Palmer, to approve the September financial report as presented. **The motion passed unanimously.**

**PRESIDENT’S REPORT** – Angela DeAngelis said the reason she was unable to be present was due to illness. Angela reported the lanai project which was started earlier this year is now moving forward. All projects we set out to do this year are on schedule. The biggest issue is our irrigation and most of the major work has been done.

**COMMITTEE REPORTS**

1. Budget – No report. Comments on 2024 Budget in New Business.
2. Lawn and Grounds – Linda Page reported that Escalante Professional Tree Service trimmed all the palm trees. Manatee County requested that shrubs hiding the water meters be cut back and Barbara Mosher cleaned up all the shrubs. We are aware of the hard cut shrubs done recently and we are watching to ensure they grow back. This year we have experienced a severe drought which has affected many areas of landscaping.
3. Pool – The Board of Health identified an issue during an inspection and it has been taken care of.
4. Buildings / Grounds / Exterior Lighting – Ralph Ditillio thanked Sam Samfilippo and Jay Alan for their help in replacing the bulbs, fixtures, etc.
5. ARC – No report.
6. Leasing – No new leasing activity this month.
7. Communications / Website – The website has had 239 visits to the owner’s portal.
8. Welcoming – No report.
9. Social – Sue Yacavonis reported no recent social events. Committee will meet to plan the next event.
10. Fines – No fines activity.

## OLD BUSINESS –

1. Roof Claim Update - Vinnette Palmer, after consulting with our insurance agent, reported that our focus is solely on the claim for damages from Hurricane IRMA. The claim with FIGA is moving forward and we should expect a settlement offer in the next several months.
2. Lanai Repairs Update – Ralph Ditillio reported that Mary-ellen Russo-Jasinski had identified 25 units needing frame anchor replacements. The Board has a proposal from Charles Elbaum, a private contractor, for a total of \$1,800 to replace the anchors with stainless steel anchors. Ralph Ditillio **motioned**, seconded by Angela DeAngelis, to accept the proposal of \$1,800 and proceed to complete the project. **The motion passed unanimously.**
3. Fire Extinguisher Certification Update – At this time, there are still 3 owners who have not yet recertified their unit fire extinguishers.
4. Fire Suppression and Alarm System Update and Repair Schedule – We are in compliance with having all our unit fire sprinklers inspected. The original inspection on June 5<sup>th</sup>, identified 36 units that had defects. Some were obstructed, painted, over-sprayed or corroded. The Association is moving forward with a repair schedule to start in a few weeks. All affected owners will be notified. This year the association is absorbing the full cost of all these repairs. Further deficiencies which result from painting, obstruction or overspray will be the owners responsibility. This will be noticed to all owners.

## NEW BUSINESS –

1. Board Positions –
  - a. Ratify Vote for Secretary Position – Vinnette Palmer **motioned**, seconded by Angela DeAngelis to appoint Dwight Guth to serve as Secretary until the next Annual meeting. **The motion passed unanimously.**
  2. Management Firm Update – Judie Littell, introduced her colleague, Robert (Bob) Wiebusch as her replacement. Bob has been in this field for 40 years, and has been with PCM from its inception. Bob stated that he looked forward to working with our Association.
  3. Presentation of the 2024 Budget – Ken Palmer thoroughly presented the 2024 budget to the Board and members in the audience. He explained that our insurance had increased substantially and that the estimate for this year was a 35% increase over last year's actual cost (which included the special assessment of \$290 per unit). This situation is occurring throughout the insurance industry in Florida. Our outstanding roof claim and the age of our roofs are our greatest detriments for insurance this year. We are encouraged by our professional insurance consultants stating that we could anticipate our claim settlement which will substantially replace all our roofs. This year Florida statute will allow Associations to opt for a 50% funding level of the Required Reserves, as opposed to 100% funding. This is a member decision and will require a Proxy vote by the membership to adopt other than the 100% funding. The full budget funding with 100% reserve funding will establish the quarterly maintenance assessment at \$1,085. If the Proxy votes favors the 50% funding level, the quarterly fee will be \$986. Ken thanked

Ralph Ditillio, Vinnette Palmer, Judie Littell and Bob Wiebusch for their input with the 2024 budget.

- b. Vinnette Palmer **motioned**, seconded by Angela DeAngelis, to accept the 2024 proposed budget and authorize PCM to mail the 14-day notice with a copy of the 2024 proposed budget to the membership and that this budget will be adopted by the Board at the November Board meeting. **The motion passed unanimously.** Included in this mailing will be Notice of Special Member Meeting to tabulate the Proxy vote necessary to establish the funding level for the 2024 budget. Additionally a first notice for the annual membership meeting on January 9, 2024 which will include the Intent to be a Candidate form will be mailed in early November.

**OWNERS COMMENTS AND OPPORTUNITIES** – Laurel Breeden ardently expressed to the audience the job that this year’ Board has done. She stated that recent actions by a few owners does not reflect the sentiment of all the owners. She explained that the majority of the owners would like to have the current board continue its stewardship of the community. She was president of her association in Texas and knows how hard this Board has worked and they are all volunteers. Other owners spoke and congratulated Board and Committee members on their hard work.

Before the meeting adjourned, Vinnette Palmer cited a statement which appears in our Welcome Brochure *“Every organization operates best when everyone participates.”*

**NEXT BOARD MEETING** – The next Board meeting will be on November 14, 2023 at 6:30 PM at the Tara Preserve Community Center. This will start with a member meeting to vote on the reserve funding, carry over of excess funds, cross-utilization of reserve items, and financial reporting with an audit. That will be followed by the regular monthly Board meeting wherein the Board will adopt the 2024 budget.

**ADJOURNMENT** – There being no further business to discuss, Angela DeAngelis **motioned**, seconded by Ralph Ditillio, to adjourn the meeting. **The motion passed unanimously**, and was closed at 8:15 PM by Vice-President, Vinnette Palmer.

Respectfully submitted,

Judie Littell, LCAM  
Progressive Community Management, Inc.  
Managing Agent for Cedar Hollow at Tara Condominium Association, Inc.