

# **EMERALD POINTE PROPERTY OWNERS' ASSOCIATION**

Annual Membership Meeting and Election March 7, 2016, 7:00 PM Main Room Clubhouse  
AGENDA

CALL TO ORDER – President Jack Wilson (Secretary, do we have a quorum {[92 required] for conducting owners business or [203 required] for voting for CCR's AND BYLAWS}? “I would like to welcome and thank each of you for showing an interest in your resort by showing up to cast your ballot. Tonight we are electing Three (3) new Board Members. Two Highest vote receivers will be a three (3) year term and the third highest will be a one (1) year term.

**Moment of Silence – Jack Wilson**

**PLEDGE OF ALLEGIANCE - Jack Wilson**

**Recognition of Directors – Jack Wilson**

**Explain the change in how the owners meeting will be conducted – Jack Wilson**

**Introduction of Jim Harman as Facilitator of EPPOA Annual Owners Meeting**

**Minutes from March 2, 2015 – Secretary (motion to approve minutes)**

**Treasure's Report – John Leahy (motion to approve Treasure's report)**

**Search Committee Introduction of Candidates for Director – Buck Winslow**

**Nominations from the Floor – Jim Harman**

**Election of New Directors - Membership Votes (only vote for three (3) candidates)**

## **Reports**

**President Report – Jack Wilson**

- A. **John Leahy- POA collection fees update (no names)**
- B. **Contract Committee – Chairpersons Report-Jim Harman**
- C. **Finance/Capital Projects/Long Range Planning –Chairpersons Report-Jim Harman**
  - 1. **Recommend Internal audit of 2015 financial records**
  - 2. **Recommend Statement of Cash Receipts and Expenditures**
- D. **Sales and Rental – Co Chairperson Shelley Lynn**
- E. **Search Committee—Chairperson: Buck Winslow**

**Vice President Report - Rich Grega**

- 1. **Communication Committee's Report: Chairperson -**
- 2. **Rules and Governing Document Committee's Report: Chairperson Wanda Rascoe**

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3. Hearing Committee Report if required
4. Security Report: Chairperson Gene Conklin
5. EPROC Liaison: Jim Harman

### Director Report - James Kelley

1. Lot Improvement Committee's Report: Chairperson-Debbie Dague
2. Lot Inspection Committee's Report: Chairperson-Terry Jones Co-Chair-Jack Dietrich
3. Pets: Chairperson- TBD
4. Dog Run (Co-Director with Director Guy Saumure) Report: Chairperson Rosalie Fisher
5. Sound Committee

### Director Report - Chuck Armstrong

1. Social Committee Report: Chairperson Sue Burgess
2. Library Report: Chairperson Diane Harman
3. Pool Report: Chairperson-TBD

### Director Report – Guy Saumure

- A. Building and Grounds - Tuesday work detail report
  - a. Electrical – Chairperson: Ken Rascoe
  - b. Grounds – Chairperson: Dave Kennedy
  - c. Buildings – Chairperson:
- B. Celebration of Life Garden: (Memorial Garden)- Chairperson: Eric Fisher
- C. Dog Park ( Co-Director with Jim Kelley) Chairperson: Rosalie Fisher
- D. EPROA Frontage Committee – Chairperson Buck Winslow

**Old Business**

**Floor Discussion**

**New Business**

**Election Results - Secretary**

**Introduce 2016-2017 Board of Directors – Jim Harman**

**New Directors verbal and signing of Oath as per Florida Statute 720.3033 – Secretary**

# EMERALD POINTE PROPERTY OWNERS' ASSOCIATION

Annual Membership Meeting and Election March 7, 2016, 7:00 PM Main Room Clubhouse

## AGENDA

### Motion to Adjourn

New BOD meet in front of owners and elects Officers for year 2016-2017: (President, V.P., Treasurer & Assistant Treasure, Secretary & Assistant Secretary, and Office Manager & Assistant Office Manager) All Owners are encouraged and welcome to stay for the election of new officers.

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Below is a copy of the FL Statute that requires a new director to either attend an approved training session or read the Governing Documents of Emerald Pointe.

### ***In compliance with the Florida Statutes 720.3033 Officers and Directors.***

Officers 720.3033 and Directors.—

Within (1)(a) 90 days after being elected or appointed to the board, each director shall certify in writing to the secretary of the association that he or she has read the association's declaration of covenants, articles of incorporation, bylaws, and current written rules and policies; that he or she will work to uphold such documents and policies to the best of his or her ability; and that he or she will faithfully discharge his or her fiduciary responsibility to the association's members. Within 90 days after being elected or appointed to the board, in lieu of such written certification, the newly elected or appointed director may submit a certificate of having satisfactorily completed the educational curriculum administered by a division-approved education provider within 1 year before or 90 days after the date of election or appointment.

The (b) written certification or educational certificate is valid for the uninterrupted tenure of the director on the board. A director who does not timely file the written certification or educational certificate shall be suspended from the board until he or she complies with the requirement. The board may temporarily fill the vacancy during the period of suspension.

The (c) association shall retain each director's written certification or educational certificate for inspection by the members for 5 years after the director's election. However, the failure to have the written certification or educational certificate on file does not affect the validity of any board action.

## **Emerald Pointe Property Owner's Association**

Annual Membership Meeting and Election

March 2, 2015, 7:00 PM, Clubhouse Main Room

The meeting was called to order by president **JACK WILSON at 7:00pm**. Other Board members and officers present were: **ROBERTA COBB**, director, **CHARLES BANDACCARI**, director, **JAMES KELLEY**, director, **John Leahy**, secretary and **Tom Tirohn**, treasurer.

After a moment of silence and Pledge of Allegiance the board members was introduced by JACK WILSON and he commended them on a great year.

**John Leahy** noted that the confirmation of a quorum of eligible members was made through a physical count of members that signed in for ballots. 105 Owners were issued ballots for each lot they own plus any proxies that were issued to them. The total quantity of ballots issued were **155** out of a possible 304 for **51%** of the owned Lots represented.

**CB Edwards** motioned to approve the March 3, 2014 Membership Minutes as printed **seconded by Elmer Ledbetter** and approved on **voice vote**.

The Financial Report for 2014, Capital Reserve status and Budget for 2015 was presented as prepared by **Tom Tirohn, treasurer**. **Tanya Holman** motioned to approve the report as presented, **seconded by Fran Sanford**. **Passed on a affirmative voice vote**.

The Search Committee (**Buck Winslow**) reported that there were two candidates that had signed up to run for the two expiring seats on the board of directors, they were **ROBERTA COBB** and **RICHARD GREGA**. Their biographies had been posted for review on the bulletin board. A call for nominations from the floor yielded one additional candidate (**CHUCK ARMSTRONG**) was made on a Motion by **RICHARD FRASCONE** seconded by **PATRICK RILEY**. **Elmer Ledbetter** motioned to close the nominations and Seconded by **Keith Smith**, the motion carried on a voice vote.

**Many of the following reports have the actual copy attached to the Official Minutes filed in the Office.**

### **Director Reports**

**JACK WILSON**, president

- A. Tom Tirohn –POA collection fees up to date except for one Late Fee and that is being resolved.
- B. Contract Committee, Jim Harman recognized the members of the committee and highlighted the various contracts and overall effort put forth by the committee.
- C. Finance/Capital Projects, Jim Harman recognized the members of this committee.
  1. Recommended Statement of Cash Receipts and Expenditures in lieu of a Reviewed Financial Report. **On a Motion** by **Jim Harman** and Seconded by **Ed Mazure** and approved by a voice vote to accept the recommendation.

**ROBERTA COBB**, vice president (Her complete report is part of the complete minutes on file in the office.)

- A. Communication & Welcoming Committee report states that there were 30 sales in the past year.
- B. 29 cards were mailed out by the Sunshine Lady (**Mary Wilcox**)

Our Emerald Pointe King & Queen for 2015 (**Perley & Char Everlith**) were crowned at Monday Coffee and they will represent EP at the Founder's Day Parade. (Note that they have sold their property)

- C. Activities/Entertainment Director, **Sue Burgess** reviewed the many activities of the 2014-2015 season and thanked those that helped make the season successful.
- D. Library Report, **Diane Harman** chair. Report was read and is part of these Minutes on file in the Office.

**CHARLIE BANDACCARI**, director

- A. Lot Improvement Chair Kyle Burgess reported on the progress of his committee and thanked the members for their help.
- B. **CHARLES BANDACCARI** reported on the efforts to repair the Hot Tub and the updating of the lighting of the pool, hot tub and trees.
- C. **Gene Conklin** Chair of the Security Committee reported on another good year thanks to the security firm we have contracted with. He expects that the new fence will help make our park more secure.

**JAMES KELLEY**, director

- A. Rules and Governing Documents committee has as part of the Annual Packet those pages affected by the rule changes this year.
- B. Jim thanked the members of the Lot Inspection Committee for their help.
- C. Lot Inspection Committee reported that issues have dropped from 80 to 39 at the last inspection. The next inspection will be in the July/August timeframe.
- D. Pet Committee. There have been changes on the dogs allowed at EP due to insurance company policies. (The list is posted)
- E. The HEARING Committee had one issue, met and resolved the issue. The Chair is Candice Devlin.
- F. The SOUND Committee seems to be functioning well thanks in part to Chuck Armstrong.
- G. The DOG RUN / PARK update was given by Rosalie Fisher. She expects that the new addition will come in under the budget of \$2,500 allowing the inclusion of a bench to sit upon. Duty Bags will not be provided but the pet owners are expected to pick up after their pets.

**GUY SAUMURE**, director Building & Grounds (Report by **JACK WILSON**)

- A. Thanks to Ken Rascoe and his crew that includes renters for their help with electrical matters.
- B. Clubhouse upgrades to electrical system by volunteers to allow individual control of the fans vs lights acknowledged.
- C. The pool lighting electrical work is just about completed.
- D. The Memory Garden is looking good, thanks to Eric Fisher and his Summertime help for keeping it looking good.
- E. An update to the FRONT ENTRANCE and fence was given by the Chair of the committee Rich Grega. Color and amount of actual fencing has not yet been determined as the estimates are still in the works. The plan is to do what can be done with available funds over time without a Special Assessment being required. Rich asked for a show of hands for folks that would want white over a color such as adobe even if it cost 20% more overwhelmingly folks would want something other than white.

Guy gave thanks to the many volunteers both owners and renters at EP that show up for Tuesday Work details, they save EP a lot of money and show great pride in their work.

Old Business - None

New Business - None

**Owner comments.**

**Tom Trottier** thanked the Promotion Committee for all of their work throughout the year.

The results of the Director's Election:

**155 Ballots** issued to 105 Owners. Vote for two. Total possible count 310 votes.

**Richard Grega** (125), **Charles Armstrong** (125), Roberta Cobb (59). Total votes cast 309. **Richard Grega & Charles Armstrong** declared winners.

Secretary's note: All of the planned meetings for the ensuing year (2015-2016) up to April 1<sup>st</sup>, 2016 and including the next Annual Meeting and expected agenda for those meetings plus were part of the handout that each member received after they signed in at registration. Members not present had their information sent by mail.

The Annual Meeting was adjourned on a Motion by Tanya Holman and seconded by Ed Mazure.

At the meeting held in the Kitchen to elect Officers for the 2015-2016 Season:

**Jack Wilson** was elected President (Rich Grega/Chuck Armstrong-4/0)

**Rich Grega** was elected Vice President (Jack Wilson/James Kelley-4/0)

**Thomas Tirohn** was appointed Treasurer #1, **John Leahy**, Treasurer #2, (Jack Wilson/Richard Grega)

**Cindy Giovacchino** Secretary, **John Leahy** Asst. Secretary, (Jack Wilson/James Kelley)

**Pat Frascone** Office Manager, (Jack Wilson/James Kelley)

Respectfully,

**This is a draft copy and may not be the version voted upon at the 2016 Annual Mtg.**



John Leahy, Secretary

# POA Budget 2015

1/1/2015 Through 12/31/2015 Using 2015 Budget

12/31/2015

Category Description	1/1/2015 Actual	- Budget	12/31/2015 Difference
<b>INCOME</b>			
2015 POA	237,120.00	237,120.00	0.00
INTEREST INCOME (Trans. to Cap Res.)	0.00	145.00	-145.00
LATE FEES	225.00	300.00	-75.00
LAUNDRY INCOME	2,208.21	1,000.00	1,208.21
OTHER INCOME	1,070.37	500.00	570.37
<b>TOTAL INCOME</b>	<b>240,623.58</b>	<b>239,065.00</b>	<b>1,558.58</b>
<b>EXPENSES</b>			
BANK FEES	195.18	200.00	4.82
BLDG MAINTENANCE	3,624.44	4,000.00	375.56
CAPT RESERVES	0.00	0.00	0.00
CLEANING & PAPER SUPPLIES	863.14	600.00	-263.14
COMMONS MAINTENANCE	2,977.30	6,000.00	3,022.70
CUSTODIAL SERVICES	6,000.00	6,000.00	0.00
ELECTRIC	24,304.49	25,000.00	695.51
FRONT ENTRANCE	0.00	2,000.00	2,000.00
INSURANCE	10,632.00	11,000.00	368.00
LAKE MAINTENANCE	3,047.00	2,500.00	-547.00
LANDSCAPE SUPPLIES	0.00	3,500.00	3,500.00
LAWN MAINTENANCE	36,821.49	37,000.00	178.51
LEGAL	375.00	2,000.00	1,625.00
LICENSES PERMITS	545.00	750.00	205.00
MISCELLANEOUS	2,211.11	2,500.00	288.89
OFFICE SUPPLIES	2,389.06	3,000.00	610.94
POOL MAINTENANCE	14,723.58	13,000.00	-1,723.58
POSTAGE	79.29	500.00	420.71
PROPANE	1,048.54	1,500.00	451.46
SECURITY	2,829.03	3,000.00	170.97
SEWER,WATER,TRASH	65,940.01	85,000.00	19,059.99
TAX PREPERATION	510.00	500.00	-10.00
TELEPHONE	3,791.61	3,000.00	-791.61
TREE TRIMMING	840.00	2,000.00	1,160.00
UNEXPECTED	24,161.22	24,000.00	-161.22
<b>TOTAL EXPENSES</b>	<b>207,908.49</b>	<b>238,550.00</b>	<b>30,641.51</b>
<b>OVERALL TOTAL</b>	<b>32,715.09</b>	<b>515.00</b>	<b>32,200.09</b>

## 2015 Carry Over Funds to 2016

2015	Previous Years	Total	To Reserves 2016	Available
\$31,844.12	\$49,789.59	\$81,633.71	\$21,186.00	\$60,447.71

# Capital Reserves Year End 2015

1/1/2015 Through 12/31/2015 (Cash Basis)

Date	Account	Num	Description	Memo	Clr	Amount
<b>INCOME</b>						
	<b>SUBTOTAL Capital Reserves Inc</b>					<b>0.00</b>
	<b>TOTAL 00 Interest Earned-Unassigned</b>					<b>0.00</b>
	<b>TOTAL 01 Front Gate CR</b>					<b>0.00</b>
	<b>TOTAL 02 Roads &amp; Grates CR</b>					<b>952.06</b>
	<b>TOTAL 03 Well Pumps CR</b>					<b>4,213.55</b>
	<b>TOTAL 04 Pool - Spa Heaters CR</b>					<b>7,648.63</b>
	<b>TOTAL 05 Pool Deck CR</b>					<b>3,009.68</b>
	<b>TOTAL 06 Pool Inside Finish CR</b>					<b>1,484.96</b>
	<b>TOTAL 07 Pool Pum-Pipes CR</b>					<b>1,504.85</b>
	<b>TOTAL 08 Shuffle Board CR</b>					<b>0.00</b>
	<b>TOTAL 09 Clubhouse CR</b>					<b>0.00</b>
	<b>TOTAL 10 Hot Water Heater CR</b>					<b>2,313.45</b>
	<b>TOTAL 11 AC - Heat Pumps (5) CR</b>					<b>6,863.10</b>
	<b>TOTAL Capital Reserves Inc</b>					<b>27,990.28</b>
<b>TOTAL INCOME</b>						<b>27,990.28</b>
<b>Balance Forward</b>						
	<b>TOTAL Unassigned_Interest</b>					<b>0.00</b>
<b>TOTAL Balance Forward</b>						<b>0.00</b>
<b>OVERALL TOTAL</b>						<b>27,990.28</b>



## Capital Reserves 2016 Start w/Cont

1/1/2015 Through 1/16/2016 (Cash Basis)

Date	Account	Num	Description	Memo	Clr	Amount
<b>INCOME</b>						
	<b>SUBTOTAL Capital Reserves Inc</b>					<b>0.00</b>
	<b>TOTAL 00 Interest Earned-Unassigned</b>					<b>0.00</b>
	<b>TOTAL 01 Front Gate CR</b>					<b>1,500.00</b>
	<b>TOTAL 02 Roads &amp; Grates CR</b>					<b>3,952.06</b>
	<b>TOTAL 03 Well Pumps CR</b>					<b>4,213.55</b>
	<b>TOTAL 04 Pool - Spa Heaters CR</b>					<b>9,488.63</b>
	<b>TOTAL 05 Pool Deck CR</b>					<b>3,509.68</b>
	<b>TOTAL 06 Pool Inside Finish CR</b>					<b>1,784.96</b>
	<b>TOTAL 07 Pool Pum-Pipes CR</b>					<b>2,704.85</b>
	<b>TOTAL 08 Shuffle Board CR</b>					<b>1,000.00</b>
	<b>TOTAL 09 Clubhouse CR</b>					<b>10,000.00</b>
	<b>TOTAL 10 Hot Water Heater CR</b>					<b>2,763.45</b>
	<b>TOTAL 11 AC - Heat Pumps (5) CR</b>					<b>8,259.10</b>
	<b>TOTAL Capital Reserves Inc</b>					<b>49,176.28</b>
<b>TOTAL INCOME</b>						<b>49,176.28</b>
<b>Balance Forward</b>						
	<b>TOTAL Unassigned_Interest</b>					<b>0.00</b>
<b>TOTAL Balance Forward</b>						<b>0.00</b>
<b>OVERALL TOTAL</b>						<b>49,176.28</b>

POA Budget 2016  
1/1/2016 Through 12/31/2016

Category Description	Budget
<b>INCOME</b>	
2016 POA	237,120.00
Late Fees	200.00
Laundry Income	2,000.00
Other Income	500.00
FROM Carry Over Funds	0.00
<b>TOTAL INCOME</b>	<b>239,820.00</b>
<b>EXPENSES</b>	
Bank Fees	100.00
Bldg Maintenance	4,000.00
Capt. Reserves	0.00
Cleaning & Paper Supplies	750.00
Commons Maintenance	6,000.00
Custodial Services	6,500.00
Donations	1,000.00
Electric	25,000.00
Front Entrance Maintenance	2,000.00
Frontage Improvements	5,000.00
Insurance	11,000.00
Lake Maintenance	2,500.00
Landscape Supplies	5,000.00
Lawn Maintenance	50,000.00
Legal	2,000.00
Licenses & Permits	750.00
Memberships	300.00
Miscellaneous	2,500.00
Office Supplies	2,500.00
Pool Maintenance	14,000.00
Postage	150.00
Propane	1,500.00
Security	3,000.00
Sewer-Water-Trash	65,000.00
Tax Preparation	500.00
Telephone	4,000.00
Tree Trimming	2,500.00
Unexpected	22,270.00
TO Carry Over Funds	0.00
<b>TOTAL EXPENSES</b>	<b>239,820.00</b>
<b>OVERALL TOTAL</b>	<b>0.00</b>

## **XII. LOT /LAWN MAINTENANCE** (See CC&Rs Article V, 5.01 j,m,n) & 5.02)

1. All placing of landscaping, plantings and pavers ( with requested colors), painting of concrete slabs (with requested colors), on any lot requires a Lot Improvement Form and Layout Form submitted to the Lot Improvement Committee for review and approved by the Board. (01-15)

2. Watering is limited to Pasco County well watering rules and regulations. The guidelines for Emerald Pointe Water Restrictions are covered in the Southwest Florida Water Management District (SWFWMD) pamphlet at website: [www.swfwmd.state.fl.us](http://www.swfwmd.state.fl.us). \*Well water, will be the \*only water that can be used for watering, washing vehicles and pressure washing. (Pasco County Guidelines are posted in the library and on the bulletin board and usually can be found on our website [www.emeraldpointervresort.com](http://www.emeraldpointervresort.com)).

3. A newly poured concrete pad may be watered down 2-3 times for two (2) days. Water is NOT to be left running on the concrete pad.

4. All Lot owners shall keep their structures and premises in good maintenance and repairs. Rain gutters shall be cleared and free of vegetation growth. Structures and concrete pads shall be cleaned.

5. All landscaping trees, shrubs, and flower gardens are to be maintained by each property owner. Arrangements for the care of the lot while the owner is away from the park must be made by the lot owner.

6. Loose items such as: grills, furniture, decorative items, ladders, building materials and bicycles, etc. must be secured inside the shed, lanai, trailer, park model, etc. whenever the lot is not occupied for more than twenty-four (24) hours. No storage under the RV except skirted park models, skirted permanent travel trailers, and skirted 5th wheels.

7. After fourteen (14) days from the date of official notice of violations (e-mail or letter) to the lot owner if no acceptable response has been given by the lot owner the board will take action. The Board will hire someone to perform such maintenance and assess the lot owner for the cost thereof along with the Board assessing a \$100 fine. Such entry shall be deemed to be permitted and not be deemed a trespass. If the maintenance bill and the fine is not paid within 30 days, the lot owner will incur an additional fine of \$100 per week until the original maintenance bill and penalties are paid in full. All charges and assessments, if not paid, shall be secured by a lien on the lot. (01.13)(12.15)

(Please attach the above to your copy of the Emerald Pointe Governing Documents. If you do not have a current copy you can download a copy from the EP Website Member Pages at no charge. Printed copies from the Office are at cost of 10¢ per page.)

# EMERALD POINTE PROPERTY OWNERS' ASSOCIATION

## 2016-2017 Meeting Schedule

### Board Meeting Changed to Monday

#### All Meetings at Emerald Pointe Property Owners' Association Clubhouse

Year	Time	Date	
2016	9:00AM	October 17, 2016	Residents Workshop with Board
	9:00AM	October 24, 2016	Board Meeting
	9:00AM	November 14, 2016	Residents Workshop with Board
	9:00AM	November 21, 2016	Budget determination for 2015 Annual assessment determination for 2015
	9:00AM	December 5, 2016	Residents Workshop with Board
	9:00AM	December 12, 2016	<b><i>Approval of Possible Rules and Regulation</i></b>
2017	9:00AM	January 16, 2017	Residents Workshop with Board
	9:00AM	January 23, 2017	<b><i>Approval of Possible Rules and Regulation</i></b>
	9:00AM	February 13, 2017	Residents Workshop with Board
	9:00AM	February 20, 2017	<b><i>Approval of Possible Rules and Regulation</i></b>

### ANNUAL MEMBERSHIP MEETING AND ELECTION

MARCH 6, 2017

#### 7:00 P.M. Emerald Pointe Property Owners' Association Clubhouse

9:00AM	March 20, 2017	New BOD Indoctrination and Residents Workshop
9:00AM	March 27, 2017	Last Board Meeting of the Season