

**TARA MASTER ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JUNE 21, 2010 – 7:00 P.M. – TG&CC CLUBHOUSE**

**CALL TO ORDER**

**ROLL CALL:** Present were Board members: Cotsanas, Horner, Lane, McCray, Palacio, Porter, and Stoddard, present. A quorum was established. Also present: Greising, Property Manager, Mastrangelo, Property Secretary, and Perkins, Asst. Property Manager.

**Director Horner moved that the Board do an assessment at this meeting of the current performance of the Management Company. The motion failed 3-4). In favor: Cotsanas, Horner and Porter and opposed: Lane, McCray, Palacio and Stoddard.**

**Approval of Minutes:**

- A. April 22, 2010 Board of Directors Meeting: Minutes need to be amended (by Porter).
- B. May 13, 2010 Board of Directors Meeting: The meeting was unanimously approved.
- C. May 20, 2010 Board of Directors Meeting: The meeting was unanimously approved.

**Officers Reports:**

- A. **Secretary:** The primary concern remains e-mail communications. At the April meeting the Board discussed posting the agenda on the website and the TV. After research, the Secretary notes that there was no cost to put those on the website and should be put under the link (Announcements). The Secretary provided a list of all upcoming Board meetings in the Director's mail boxes (7 meetings for 2010-2011, including annual & organizational meeting). It was announced that the Budget Approval Meeting will be October 4<sup>th</sup>. The TMA Board needs to provide members 2 weeks notice for that meeting. Approved minutes are available on the TMA website including those pending approval. It was reported that the Board received correspondence from Mr. & Mrs. Tom Carson regarding 12 Oaks issue which was answered and also a reply was sent to Mr. James Mores advising him that the information he was seeking can be found on the website and in the TMA Office as well. The TMA Director's have received an invitation to attend a TG&CC Board Meeting on July 19<sup>th</sup>. There will be a presentation from the Attorney regarding Board Meeting Procedures and the Role of a Board Director.
- B. **Treasurer:** Treasurer reports that she reviews the check register on a monthly basis and reviews all the invoices that TMA receives for payment along with the monthly financial statements. The Treasurer attends all Finance Meetings for further detail and discussion. The Treasurer is the only person that opens and reviews all Bank statements prior to forwarding to the management company. This includes responding to member inquiries as necessary. Additionally, all the Finance Committee and all the Board Directors receive the monthly financial report with a detailed check register. The TMA Budget is prepared on an annual basis and has always been unanimously approved by the Finance Committee and the Board Directors. The monthly financial reports are audited by an independent CPA Firm on an annual basis which reports to the Board. All TMA meetings are opened to all homeowners. The Finance Committee encourages residents to attend the Finance meetings to get a better understanding of the decisions that are being made. Specifically for the month of May, some of the larger expenditures include: FL. Lawn Pros for the monthly maintenance of the Tara Blvd, and the property manager for reimbursement for actual expense postage and copies. Variable spending included plant replacement resulting from winter frost.
- C. **Vice President:** Advised of a motion that he will introduce at the next Board meeting involving substantial expenditures. He will propose that the TMA legal counsel be present at all regular or Special Board meeting. This will assure that Directors are conducting the agenda on an equal footing. He also stated that other Directors are and will never be prepared for legal challenges from other Board Directors.
- D. **President:** Appointed an Ad Hoc Committee, with Director Lane as chairperson, to develop updated and more thorough management contract specifications. The committee will report back to the Board at the next meeting.

**Property Manager (PM):** 1) Property Manager presented legal opinion from the TMA attorney on Robert's Rules, and Statutes. The opinion was distributed the Directors 2) It was reported that the Sign Conveyance document for the Lindger Lodge/Tara Blvd. signs was executed by Don Stoddard and sent to the CDD Supervisors for counter execution. 3) It was reported that there was an issue regarding a lawsuit and that has since been resolved. 4) The PM will research and confirm the type of roof designation signage required for multi-family units and report at the next meeting. He will determine if TMA is part of that process or not. 5) Post Director election there was a Director request for extensive TMA historical information and the PM determined that it would be best to reestablish the prior policy of providing each new Director with a Board Book. This would include the Covenants, By-Laws, Conditions & Restrictions, Policies and Procedures and Rules & Regulations that the Board has adopted.

**Asst. Property Manager:** Reported that Accounts Receivable had a net decrease by \$5,869 in May 2010 calculated as follows: The Association delinquency was impacted by \$12,966 in received payments, Accounts Receivable were increased by \$1,200 in administrative process fees, \$6,166 in legal and finance charges and \$1,250 in charges for lawn services on foreclosed properties. Two accounts were written off as uncollectable for \$1,519 for two foreclosures and one bankruptcy.

Approximately \$27,460 is due from 51 members owing the current \$493 Regular Assessment and approximately \$113,950 is due to 52 members owing multiple year Regular Assessments and related interest & legal fees. Our receivables are \$34,950 higher than last year at this time.

Income Statement Items: May's net income was higher than budget by \$757. Admin processing fees and delinquent finance charges were better than budget by about \$800 and \$1,600 respectively. Office expense was over budget by about \$700 due to the printing of the new ARC Standards and landscaping maintenance was over budget by \$3,100 due to frost damaged plants. Other smaller expenditures helped offset the overages somewhat to net the total operating expenditures over budget by \$1,562. 12 Oaks Plaza Committee expenses were \$234 in May.

Annual Audit: The audit contract needs renewed. It was recommended a two year contract to minimize the fee increase. The property manager and Treasurer will coordinate the new contract and report at the next meeting.

### **Committee Reports**

- A. Architectural Review: Chairperson Beth Bond was not present. Liaison, Ed Porter reported that the only issue the Committee has had is a resident that had a water tank that was visible from the front of one home. The resident had it removed and the issue has been resolved. Other issues have been handled without letters being sent out.
- B. Communications: Chairperson Sharon Rickerd distributed the additional Committee members for approval including Mary Ann Pescatore, Ada Mojica, Irene Ras, Fred Senechal and John Schmidt. This committee is responsible for helping all TMA website communications and John Schmidt will remain the primary coordinator for TMA limited access TV Channel. The TMA agenda was posted on June 14, the minutes were posted on June 16 and the monthly Financial Reports for April & May were posted on June 16.
- C. Community Affairs: Chairperson Michele Redwine reported that the team has been working very hard to support the 12 Oaks issue. She urged focus on the positives of Tara and close interactions between the Tara members.
- D. Finance: Chairperson Jim Shuford recommended the proposed members of the Finance Committee including Carolyn Beall, Mike Dyer, Joe Mojica, Dick Johnson, Bill Kett and Russ Sparks.
- E. Twelve Oaks: Chairperson Bill Pastori reported that the Committee is still meeting every Thursday at 1:00 p.m. The meeting minutes are sent to TMA Board with the exception of the last 2 weeks due to an electronic error. He reported that the Committee is meeting with the Manatee County staff and has made contact with the FL. Dept. of Transportation, SW District Water Management, and Tampa Bay Regional Planning Council. It was reported that the Committee's purpose is to gather information for rebuttal for the Developer's request to rezone the parcel on the SW corner to SR 70 and Tara Blvd. The hearings that were originally scheduled for January 2010 have been postponed by the County to March, April, May, June, July, and now is August 12. (AFTER THE MEETING POSTPONED TO SEPTEMBER 9). The Budget for the project is on the TMA website. As of 6-17-2010 the Committee has spent \$8,616 of the \$40,000 budgeted.

## Old Business:

- A. Approval of Communications Committee Members: **The Communications Committee members were unanimously approved.**
- B. Approval Finance Committee Members: **The Finance Committee members were approved. In Favor: Lane McCray, Palacio, Porter, and Stoddard. Opposed: Cotsanas and Horner. Approved (5-2)**
- C. Official Records Review Procedure: A motion to adopt TMA Official Records Review was previously tabled. Palacio moved to take the topic off the table. **The motion to remove from the table was unanimously approved.** Palacio moved the adoption of the 1) TMA BOD Meeting Participation, and 2) Audio or Videotaping Rules Official Records Review Procedure effective July 1, 2010. **The motion to adopt the new procedures was unanimously approved.** These new procedures are in compliance with the latest Florida Statutes effective July 1<sup>st</sup>. They will be on file in the Property Management office.
- D. Comcast Quality Service: TMA has put a slide on the access channels requesting residents call the office if they experience a problem with the general Comcast broadcast quality. To date six members have responded with concerns.

## New Business:

- A. Dissolution of the TMA and separation of Phase 1 and Phase 2: The PM reported that this topic has been considered since as early as 2002. He reported that prior Boards have reviewed the question and determined that per Declaration Section 15.03. and per the Association Attorney's opinion this Association may not be disbanded. Such dissolution is likely to cause lawsuits. A Director commented that it was an ARC issue too. It is understood that the Preserve CDD cannot control or enforce ARC Standards and that the TMA was established to assure uniform ARC rules and enforcement for the whole Tara community. It appears that this would require no less than a positive vote of 67% out of 2,065 residents. Since it would be a "material" change the State might require an even higher threshold of yes votes.

New Item - John Lane moved to add to the next agenda the referral of the matter of an electronic member directory for e-mail addresses. Because this was not on the agenda for this meeting, it took a 2/3 vote of Directors. The President reminded members to provide agenda topics early so that residents can be noticed about the agenda. **Motion was unanimously approved and referred to the Communication's Committee for review.**

**Directors Comments:** Director Porter reported that a motion tabled at the January 2010 meeting was neglected by the Board. The motion proposed an Ad Hoc Committee, appointed by end of Feb. 2010, consisting of 2 Board Members not standing for election, 2 Finance Committee members and 1 general population (either phase 1 or 2) member, review the specifications for the property management contract and report recommendations to the Board. The Secretary reported the motion was unanimously rescinded at the March 2010 meeting. The motion was reconsidered and failed (3-4). In favor: Cotsanas, Horner and Porter and Opposed: Lane McCray, Palacio and Stoddard. Director Palacio reported that the Board needs the attorney at each meeting to assist TMA through the technical and legal issues. Director McCray reported she looks forward to working with all the new Committees and intends to continue attending the committee meetings. Director Horner stated that he had requested all appropriate TMA documents so he could function as a Board member. He reported that he was charged \$8.55 for copies and would like to be reimbursed with TMA funds because he is a Board Member. Director Horner remarked on the just approved TMA procedure and FL. Statutes that increase copy cost from 15 cents to 50 cents a copy.

Next Meeting Date: October 4, 2010, 7:00 p.m. at Tara Golf & Country Club's Scarlett Dining Room.

Meeting was adjourned at 10:30 p.m.

Respectfully submitted, Marge Palacio, Secretary