

# THE ESTUARY

HOMEOWNERS ASSOCIATION, INC.

**Budget & Board of Directors Meeting  
Panther Trace II Clubhouse  
11518 Newgate Crest Drive, Riverview, FL  
October 20, 2022**

## Meeting Minutes

### 1. Call to Order-Certifying of Quorum

The meeting was called to order at 7:08 p.m. by President Coy Reavis. Directors Kevin Hartzog, Phildra Swagger, Alan Brown and Tiffany Lee was also in attendance; therefore, a quorum was established. It was confirmed that the meeting notice was posted and notice of mailed on October 5, 2022. Jeana Wynja represented McNeil Management.

### Approval of Minutes

The Board reviewed the prior meeting minutes dated August 15, 2022. Board President confirmed that no minutes were provided for the September 12, 2022 Board meeting as it was a meet and greet only.

**On Motion:** Duly made by Alan, second by Phildra, and carried unanimously.

**Resolve:** To approve the prior meeting minutes dated August 15, 2022 as presented.

### Officer Positions

The Board discussed officer positions and agreed upon the following: Coy Reavis, President; Kevin Hartzog, Vice-President; Phildra Swagger, Treasurer; Alan Brown, Secretary; and Tiffany Lee/Director.

**On Motion:** Duly made by Tiffany, second by Alan, and carried unanimously.

**Resolve:** To approve the officer positions as presented.

### 2. Reports

The manager presented financial reports and management reports. Review of the Violations Report occurred.

**On Motion:** Duly made by Alan, no second.

**Motion Failed:** To send Unit ID # 10983 forward to the Covenant Enforcement Committee for \$100 for 2 days.

The Board would like to give Unit ID # 10983 ample change to correct since they are a new owner.

### 3. Committees

**Covenant Enforcement Committee (CEC):** No minutes to approve and nothing to report. The current committee members are Stephanie Dean, Chairperson; Stephanie Molina, Member; and Susan Meehan, Member.

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**Spirit Committee:** Kathy Brown presented and provided an update to the Board of Directors. The current committee members are Danielle Rizzo, Chairperson; Ashley Huber, Co-Chairperson; Kathy Brown, Member and Sharon Wells, Member.

**Architectural Committee (ARC):** All applications are current. The current committee members are Melissa Muse, Chairperson and Kathleen Samuel, Co-Chairperson.

**Grounds Committee:** Lauren Smith presented and provided an update to the Board of Directors. The current committee members are Marah Hutcheson, Lauren Smith, Susan Meehan and Jeremy Crouse.

Grounds Committee presented proposal to the Board from LMP Landscaping to install 2 Japanese Blueberry trees in the common area at the East end of the Albatross drainage area to partially block the area from view on Palmetto Pine for \$1,395. Gator bags will be installed and LMP will water for up to 60 days.

**On Motion:** Duly made by Kevin, second by Tiffany, and carried forward by Phildra and Coy.

**Resolve:** To approve proposal from LMP to install 2 Japanese Blueberry trees with gator Bags/watering for 60 days for \$1,395.

Proposal received from Lebel Landscaping for root pruning at 11610 Palmetto Pine Street for \$1,275.69. Board is anticipating a revised proposal from Timber Kings Tree Service.

**On Motion:** Duly made by Alan, no second.

**Motion Failed:** To approve root pruning at 11610 Palmetto Pine Street up to \$1,300, to wait for the proposal from Timber Kings and choose best quote under \$1,300 thereafter.

Board further discussed and would like to gather additional information regarding other trees that may also need root pruning, and to secure a group price to have all done at once.

**On Motion:** Duly made by Coy, second by Kevin, and carried forward unanimously.

**Resolve:** To table, gather additional information regarding other trees that may need root pruning, and to secure a group price to have all done at once.

1/19/2023: Kevin clarified that minutes should reflect the following: HOA will handle the HOA's part in regard to root pruning a pine tree but homeowner must communicate to Association within the next 6 months from this point. Coy was appointed to contact remaining homes to see if they needed root pruning.

Grounds Committee will have a budget of \$19,160 (Landscaping Extras) in 2023. Committee will have permission to sign off on proposals up to \$3,000 at a time. Noted by Alan that two Grounds Committee members shall concur on proposals and any Grounds Committee member can sign the proposal.

**On Motion:** Duly made by Phildra, second by Coy, and carried unanimously.

**Resolve:** To approve Grounds Committee budget of \$19,160 (Landscaping Extras) in

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2023, and give permission to committee to sign off on proposals up to \$3,000 at a time. Grounds Committee must concur on proposals and any Grounds Committee member can sign the proposal.

Owner presented concern regarding orchids growing in a palm tree with not pots; manager to inquire with survey team.

**Neighborhood Watch:** Nothing to report; seeking volunteers.

## 4. Old Business

**Shoreline seeding along finger lake (Heron Watch Place & Estuary Preserve Drive):** Some of the seeding has not taken root as expected. Board decided to pay vendor 50% of invoice. Board will continue to monitor growth, and will advise manager when to pay the remaining balance.

**On Motion:** Duly made by Coy, second by Kevin, and carried unanimously.

**Resolve:** To pay CES Engineering 50% of invoice at this time.

**Clarification of director responsibilities:** Copy of excerpt from the Bylaws provided to the board. Coy suggested meeting in person to vote on projects; board agreed and discussed holding monthly board meetings via zoom or in person. The Board also discussed having a Community Chairperson Meeting starting in 2023.

**Rice Creek conservation area mitigation:** Concerns regarding Brazilian pepper cleanup and permits. Manager to inquire with vendor. Grounds Committee agreed to allow the Board to continue managing cleanup, with Alan as the lead on the project, to have 1 year to mitigate.

## 5. New Business

**2023 Budget:** The Board approved budget to increase insurance to \$13,000 for the year due to rising rates. Contributions to reserves was adjusted.

**On Motion:** Duly made by Alan, second by Coy, and carried unanimously.

**Resolve:** To approve the 2023 Budget and keep the quarterly assessment flat at \$165.

**Policy on Committee, Group and Individual Reports:** Alan presented the Board with the proposed policy; board reviewed.

**On Motion:** Duly made by Coy, second by Alan, and carried unanimously.

**Resolve:** To accept the Policy on Committee, Group and Individual Reports as presented.

**Street Trees – County Easement:** Statement regarding replacement of trees in County easement after Hurricane Ian was presented to the Board by Alan. Alan guided the Board regarding Community Standards, Section EE (Live Oak per Standards). Coy indicated that owners are looking for more options for street tree easements. No action taken by the Board

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at this time. Alan indicated that the next opportunity to update Community Standards is at the 2023 Annual Membership Meeting.

**Landscaping Committee Description:** Presented and tabled.

**All other remaining agenda items were tabled for the next meeting.**

## 6. Adjournment

**On Motion:** Duly made by Coy second by Tiffany and carried unanimously.

**Resolve:** To adjourn the meeting at 9:00 p.m.



Prepared by Manager on behalf of Secretary