

LIVE OAK PRESERVE ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
April 20, 2011  
MINUTES

**Transcriptionist Note:** Please note that the minutes as transcribed contain only motions and items requiring action by the Board of Directors. They do not contain discussion unless specifically requested to be made a part of the record.

I. CALL TO ORDER

Frank Micallef, President of the Live Oak Preserve Association, Inc., called the Board of Directors Meeting to order at 6:30 p.m. on April 20, 2011, at the Grand Oak Club, 9401 Oak Preserve Boulevard, Tampa, Florida.

II. ROLL CALL / NOTICE OF MEETING

Directors Present:

Frank Micallef, President  
Anthony Leone, Vice President  
Mike Ceparano, Treasurer (arrived 6:35 p.m.)  
John Martel, Secretary (via speakerphone)  
Sheldon Cohen, Director at Large

Directors Absent:

None

Staff Present:

Janet MacNealy, CAM

Guests Present:

Lindsey Peterson, Bashor & Legendre, CPA  
Earl Myers

A quorum of Board members was present.

Notice: The notice of the meeting was posted as required by the Florida statutes.

III. APPROVAL OF MINUTES

Frank Micallef made a motion to amend the March 9, 2011, Board of Directors meeting minutes in regard to the motion made and seconded to approve the proposal from Big Yellow to landscape the Maplewood berm not to exceed \$5,500.00 as the motion was difficult to hear on the recording and to approve the amended minutes. The motion was seconded by Anthony Leone. All in favor, the motion passed.

Frank Micallef made a motion to approve up to an additional \$200.00 toward the previously approved proposal submitted by Big Yellow to landscape the Maplewood berm. Anthony Leone seconded the motion. All in favor, the motion passed.

Frank Micallef made a motion to approve the March 23, 2011, Board of Directors meeting minutes as written. The motion was seconded by Anthony Leone. All in favor, the motion passed.

IV. BUSINESS

A. CPA - Lindsey Peterson briefed the Board on the financial status of the community. The year-end report is almost complete. The manager will email the reserve study to the accountant.

B. Past Dues - Mike Ceparano will work on possibly contacting delinquent owners to schedule meetings with the legal counsel. Mike Ceparano will discuss with the legal counsel's office prior regarding the legalities.

- C. Yard of the Month - Frank Micallef made a motion to approve reinstating the "Yard of the Month" with a \$50.00 Home Depot gift card to the monthly winner and the purchase of a sign. Anthony Leone seconded the motion. All in favor, the motion passed. The manager will have a check cut to purchase the home depot gift cards to be used.
- D. Community Garage Sale - The manager will advertise the Community garage sale via notice in the Tampa Tribune.
- E. Gates:
- Chair/Barstool Proposal - Frank Micallef made a motion to approve the purchase of a barstool for the use of the gatehouse staff at a total cost of \$83.00 plus tax. Mike Ceparano seconded the motion. All in favor, the motion passed.
- F. Clubhouse:
- Door Lock Repair/Bradenton Lock - Frank Micallef made a motion to ratify the decision to order the part to have Bradenton Lock repair the clubhouse door lock at a total cost of \$423.50. Mike Ceparano seconded the motion. All in favor, the motion passed.
  - Envera will provide Mike Ceparano proposals for additional cameras.
  - Gym Carpet Replacement versus Cleaning - Frank Micallef made a motion to approve Corporate Solutions to clean the carpet at a total cost of \$250.00. Sheldon Cohen seconded the motion. All in favor, the motion passed.
  - Paint Gym, Two (2) Offices, & Hallway - Frank Micallef made a motion to approve having the gym, hallway, and two (2) offices painted at the clubhouse at a cost not to exceed \$1,812.00. Mike Ceparano seconded the motion. All in favor, the motion passed. Mike Ceparano will provide the manager with the names of two (2) additional companies for proposals. Mike Ceparano will review the proposals and choose the vendor that does not exceed the approved amount.
  - Gym Equipment Proposals:
    - Gym Source
    - Fitness Logic - Frank Micallef made a motion to approve the proposal submitted by Fitness Logic for quarterly maintenance on the gym equipment at a cost of \$142.00. John Martel seconded the motion. All in favor, the motion passed.
  - Pool/Sand Filter Replacement - Frank Micallef made a motion to approve the proposal submitted by Positive Pool to replace the sand filter at a total cost of \$1,561.67. Anthony Leone seconded the motion. All in favor, the motion passed.
  - Chlorine Feeder - The chlorine feeder has been repaired by Positive Pool.
  - Umbrellas - Sheldon Cohen will meet with the manager regarding the crank umbrellas that are in need of replacement.
  - Pressure Washing - Anthony Leone will purchase a pressure washer for use around the clubhouse/pool area.
- G. Road Repairs – The road repairs are scheduled to begin next week.
- H. Appointment to DRC - Mike Ceparano made a motion to appoint Luz Agosto to the DRC. Frank Micallef seconded the motion. All in favor, the motion passed. Anthony Leone will investigate obtaining a tree grant from the county.
- I. Gate Incident – Mr. Cruz briefed the Board on an incident at the gate where the barrier arm hit his daughter's car. Mr. Cruz provided the Board with three (3) estimates for repairs. This item has been postponed while the Board researches the issue further.
- J. Gate Repairs - Action Security will be providing a proposal for a flat rate service. In the interim, Envera is to call Jason at the clubhouse or Rodney Keaton at the gatehouse first to put the barrier arms back on. Alert should be called next; however, if barrier arms are knocked off in the evening and the gates are still working, then the repair can be made by Jason or Alert the following morning.

K. Landscaping:

▪ Center Island:

- Big Yellow - Frank Micallef made a motion to approve the proposal submitted by Big Yellow to landscape the center median at a cost not to exceed \$32,530.09 with any irrigation modifications to be included in the total amount. Anthony Leone seconded the motion. All in favor, the motion passed. The manager will contact Big Yellow to negotiate a possible ten (10%) reduction in the cost.

○ LMP

- Pool Area/Frost Damage Replacement - Frank Micallef made a motion to approve the proposal submitted by Big Yellow to replace the frost damaged plants in the pool area. Sheldon Cohen seconded the motion. All in favor, the motion passed.

V. MANAGEMENT REPORT

The management report was provided to the Board prior to the meeting for their review. The manager briefly reviewed the management report and answered questions from the Board.

- A. Routine Items - Frank Micallef made a motion to authorize the manager an amount not to exceed \$500.00 for the repair/replacement of routine items and outline the items in the management report. Anthony Leone seconded the motion. All in favor, the motion passed.

VI. NEXT MEETING

The next Board of Director’s meeting is scheduled for May 18, 2011, at 6:30 p.m. at the Grand Oak Club, 9401 Oak Preserve, Tampa, Florida.

VII. ADJOURNMENT

There being no further business to come before the Live Oak Preserve Association, Inc., Board of Directors, a motion was made and seconded to adjourn the meeting. All in favor, the motion passed.

Respectfully submitted,  
Gia Clinkscales, For the Secretary

These minutes were approved on \_\_\_\_\_.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Printed Name