

LIVE OAK PRESERVE ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
January 19, 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 January 19, 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  
Kurt Callarman, Treasurer  
John Martel, Secretary  
Anandkumar Katoju, Director at Large

Directors Absent:

None

Staff Present:

Janet MacNealy, CAM

Guests Present:

Sheldon Cohen  
Jeff Herrod  
Chuck Thomas  
Earl Myers  
C. Zittel  
Rick Solano

A quorum of Board members was present.

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

III. APPROVAL OF MINUTES

Frank Micallef made a motion to approve the December 8, 2010, Board of Directors meeting and the January 12, 2011, Board of Directors Legal Session minutes as written. The motion was seconded by Kurt Callarman. All in favor, the motion passed.

IV. BUSINESS

A. Envera:

- Installation at Clubhouse – Frank Micallef reported the installation is almost complete and the overnight shift at the clubhouse will be eliminated within the next week.
- The manager will obtain a proposal from Envera to use the gate access cards at the clubhouse as well.
- Gate/Barrier Arm Damage – Frank Micallef showed a video to the Board and guests of vehicles damaging the barrier arms and the details shown that can give us the identity of the driver. The manager is sending out invoices for damages.
- Frank Micallef made a motion to approve Option 1 on the proposal submitted by Action Security for \$4,600.00 to put a new loop detector at the Kinnan gate. The motion was seconded by John Martel. All in favor, the motion passed.

- B. Road Repairs – Core samples have been taken and the manager has been working with the CDD to obtain proposals to repair the roads. The manager met with the CDD and the interested vendors on Monday, October 25, 2010, to make sure all vendors have the same specifications. John Martel has a disk of the specifications and has reviewed these as well.

Frank Micallef made a motion to approve the proposal submitted from Duraseal for the road repairs at an approximate cost of \$67,000.00 with the funds to be used from the line items of “cable reserves” and from the “general fund.” The motion was seconded by John Martel. All in favor, the motion passed.

C. Clubhouse:

- Pool Monitor Hours – The manager reported that pool monitor hours will be reworked due to the overnight shift being eliminated with Envera’s system monitoring the clubhouse during that time.
- Cleaning Hours - The Board approved the cleaning hours be reduced to three (3) hours per day and six (6) days per week and to remove ‘trash pickup along Oak Preserve and Imperial Oaks’ as one of the duties.
- The Board has requested new shirts for the clubhouse staff. The manager will obtain a catalog of shirt samples to bring to the next meeting.

D. Attorney – Collections & Violations Enforcement:

- Leonard Mankin – Frank Micallef made a motion to approve the proposal submitted by attorney, Leonard Mankin, to handle the Association’s collection efforts (new cases only at this time) going forward. Kurt Callarman seconded the motion. All in favor, the motion passed.
- Frank Friscia

E. Houses Owned by Live Oak Preserve – 20521 Sultana & 19943 Tamiami:

- Insurance – The manager will obtain quotes for insurance for the Association as well as additional quotes for the two (2) houses now owned by Live Oak Preserve. The manager will also ask the insurance company regarding holding social functions, summer swimming classes, etc.
- Violations – The manager will obtain a proposal to have the violations corrected (discolored house, weeds in landscape beds, etc.) and present it to the Board for review.

F. Parking:

- Stepp’s Towing – The manager will follow up with Stepp’s Towing and send each village president paperwork to fill out if they would like the ability to tow using this company.

G. Lights at Tennis Court / Basketball Courts – This item has been postponed.

- Big Yellow - \$24,400.00.
- Night Lights - \$25,000-\$30,000.00.

V. MANAGEMENT REPORT

Janet MacNealy gave her report to the Board. The written management report was provided to the Board, for their review, prior to the Board meeting.

A. Violations/Fines to levy and impose – The Board took action on nine (9) items.

Frank Micallef made a motion to levy and impose a fine of \$100.00 per day up to \$1,000.00 maximum until the violation is corrected on the following properties with a Fine Appeals Committee meeting scheduled for February 23, 2011. Anthony Leone seconded the motion. All in favor, the motion passed.

B. Pool Water Feature (Paint Peeling)/Marsite Repairs/Edge & Coping Cleaning – The manager will obtain proposals for Board review. This item has been postponed.

VI. NEXT MEETING

The next Board of Director’s meeting will be held on February 16, 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 by Frank Micallef and seconded by John Martell to adjourn the meeting at 7:57 p.m. All in favor, the motion passed.

Respectfully submitted,  
Gia Clinkscales, For the Secretary

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

\_\_\_\_\_  
Signed

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