

## **Sabal Pointe HOA Board Meeting – Minutes**

Date: 4/21/2025

Time: 5:02 PM

Location: Zoom

Attendees:

- Praveen Talluri (Board Member)
- Karen Lotito (Board Member)
- Michelle (Board Member)
- Ronnie (Ameri-Tech Property Manager)
- Bill (Ameri-Tech)
- Derek (Absent)

### **1. Meeting Call to Order**

- Quorum confirmed with 2 of 3 board members present (Praveen and Michell).
- Meeting called to order at 5:02 PM.
- Proper notice confirmed: posted on-site and on HOA website on 4/19.

### **2. Fence Repairs and Insurance Submission**

- Fence Quote: \$16,105 from Oaks Lawn & Tree Services for removal and replacement of vinyl fence, including installation and debris removal.
- Karen's Concerns:
  - Quote lacked detail on linear footage.
  - Didn't specify inclusion of wood fencing.

- Ronnie to Action:
  - Contact Oaks to clarify and update quote.
  - Ensure wood fencing (especially behind pond area and leaning sections near aluminum fence) is included.
  - Coordinate with county and neighboring property for access and debris affecting fence lines.
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### **3. Tree Trimming, Storm Debris, and Hangers**

- Palm & Hardwood Trimming: \$19,500 quote received to address:
  - General trimming
  - Removal of “hangers” (dangling limbs from storm)
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- Previously Completed Work:
  - \$42,000 invoice already paid to remove 31 trees after storm.
  - Includes removal of hangers, shrubs, debris.
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- Action Items:
  - Ronnie to check if any double billing is occurring (duplicate hangers in new quote).
  - Seek possible credit or adjustment.
  - Confirm with Oaks if newer hangers found on walkthrough are covered under prior work.

### **4. Neighbor Coordination & Property Line Dispute**

- Michelle identified disputed area as public property via county GIS.

- County verbally claimed it belongs to HOA; Ronnie to obtain written confirmation.
- Karen emphasized:
  - Need for survey or marker validation.
  - County should show exact property lines to clarify ownership and responsibility.
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- Neighboring Property Issues:
  - Fence is impacted by roots from adjacent property.
  - Karen recommends softly worded cooperative letter first.
  - Ronnie to draft and send via certified mail.
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## **5. Lift Pump Replacement and Insurance**

- Two lift station replacements:
  1. \$13,450 (installed February 20)
  2. \$15,120 (quoted and submitted)
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- Total: \$28,570 submitted to insurance.
- Insurance claim includes:
  1. Both lift stations
  2. Fence quote (\$16,105)
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- Karen Suggestion: Use ~\$5,000 from reserve fund for lift stations to reduce pressure on operating budget.

## **6. Ring Camera Setup**

- Ronnie has installed the Ring app.
- Received credentials from board.
- Next Step: Complete setup during on-site walkthrough with Praveen to test live access.

## **7. Roof Vent / Major Repairs**

- All repairs over \$300–\$500 must be pre-approved by the board.
- Example discussed: roof vent repair quote reduced after re-evaluation.
- Ronnie to:
  - Notify the board of any upcoming roof vent, leak, or similar repairs.
  - Submit repair quotes as they arise.

## **8. Financials Overview**

- Balance as of March:
  - Operating: \$125,771.81
  - Reserve: \$532,629.93
  - Total Assets: \$659,506.59
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- Delinquencies:
  - Total: \$38,395
  - 77 units have outstanding balances:
    - 21 unpaid
    - 56 made partial payments
- Transition Delay: March considered transition month, so no delinquency notices were sent yet.

- Plan Going Forward:
  - Ronnie to send 30- and 60-day notices starting this month.
  - Praveen advised:
    - Units delinquent before March should go to attorney.
    - Units delinquent since March should be personally contacted.

## **9. HOA Board Communication & Minutes**

- Ronnie confirmed meeting recording and transcript will be shared with the board.
- Praveen offered to draft meeting minutes using the transcript.
- Karen suggested using AI or internal team (Michelle) to formalize minutes and reduce cost.

## **10. Next Steps & Expectations**

- Praveen requested:
  - Summary of invoices submitted to insurance.
  - Detailed breakdown of what remains to be done over next 2–3 months (including fencing, tree follow-ups, and neighbor disputes).
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- Ronnie committed to:
  - Forwarding full email summary
  - Keeping all board members copied on communication with the county and vendors

## **Meeting Adjourned**