Sabal Pointe Townhomes POA, Inc.

Board Meeting — October 22, 2026

This board meeting is being recorded to assist in preparing the meeting minutes. Under Florida law, owners also have the right to record this meeting, subject to reasonable association rules.

Call to Order

- The meeting convened informally at approximately 10:00 a.m. as an open-forum discussion while the board awaited quorum.
- President Praveen Talluri formally called the meeting to order at 10:10 a.m. once quorum was established.
- Manager James Myrthil (Ameri-Tech Community Management Partners) introduced himself as the association's new community manager, succeeding the prior manager, and chaired the discussion at the board's request.

Roll Call / Quorum

- **Directors**
  - Praveen Talluri, President — present (spoke).
  - Thraese Brown, Treasurer — present (stated by chair; identified on the call as "Theresa"/"Tia," whose presence President Talluri cited in declaring quorum formed).
  - Derek Escobar, Secretary — presence not confirmed by the transcript.
- **Non-director attendees**: James Myrthil (manager, Ameri-Tech Community Management Partners); CGardner; 18138410287 (identified as Tamara Diaz); In-room voice 1 (shared device); In-room voice 2 (shared device); GINA HOLLMAN; Jessica — all present as owners/guests, not board members.
- Quorum was initially not met; President Talluri subsequently stated that quorum was formed once the Treasurer joined, and the meeting was called to order on that basis.

Minutes Approval

- Prior meeting minutes were not presented for approval during this meeting.
- An AI minutes-recording tool ("Scribe") was confirmed active for this session; a draft of these minutes will be circulated to the board within 24–72 hours for review and formal approval at the next meeting.

Officer Reports

Manager's Report (Ameri-Tech Community Management Partners)

- Financials are distributed monthly before the 15th and posted to the resident portal; a preliminary copy is sent to the board in advance.
- Water/sewer costs are running over budget due to a previously unidentified meter discovered after the management transition; the overall budget remains under budget except for this line

item, which will be corrected in the 2027 budget.

- Negative reserve lines (lift station repair, gutter/downspouts) will be zeroed out in the next financial statement at the board's direction.
- Eight invoices were reported pending manager approval in the system; the manager had recorded zero pending invoices as of 5:00 p.m. the prior day and committed to follow up immediately after the meeting.
- Delinquencies: approximately $25,574 total past due beyond 90 days community-wide; seven accounts are currently escalated to the association attorney, with a status update to be included in the next management report.

Committee Reports

- No standing committee reports were presented at this meeting.
- (No discussion in this segment.)

Old Business

Insurance Renewal

- The renewal proposal previously circulated reflected an approximately 8.6% increase, attributed to market conditions for the association's specific coverage rather than claims history.
- The board consensus was to proceed with the renewal; the manager will have Baldwin (insurance agent) send the proposal for electronic signature, with binding expected by the next day.

Water Sub-Metering Proposal

- A sub-metering proposal previously shared with the board was revisited; estimated cost is approximately $560 per meter, totaling roughly $109,000 community-wide plus fees, to allow individual billing by usage.
- The manager is obtaining updated vendor pricing and will provide at least two quotes given the scale of investment; the board requested the updated proposal be circulated for review and discussion at the next meeting.
- A camera inspection of common-area pipes was recommended given the last reserve study was conducted in 2022 (due for renewal every 3–5 years); no action was taken pending further cost information.

New Business

Sale/Lease Applications

- The board discussed ratifying sale and lease applications previously approved via email communications during the month, consistent with Florida law prohibiting formal board votes by email.

- Application processing fees were discussed; consensus was reached to set the fee at $100 per individual applicant (married couples counted as one applicant) for both sale and lease applications, to offset rising background-check costs; the application form will be revised accordingly.
- A protocol for addressing problematic tenant behavior (e.g., repeated disturbances) was discussed; the manager advised that such issues should be addressed immediately via violations rather than waiting for lease renewal, up to and including fines or eviction proceedings.
- The manager recommended the board have the attorney formalize a written violation policy and a collections policy, and post the violation policy on the website; the board asked the manager to confirm whether the prior attorney already has such policies on file before drafting new ones.

Delinquencies / Collections

- Current delinquency totals and attorney-escalation statistics were reviewed (see Officer Reports).
- The board directed the manager to work with Andrew (prior management contact) to finalize a formal collections policy so that accounts over 90 days delinquent can be escalated to the attorney without individual board votes going forward.
- Proactive communication to owners (vs. tenants) regarding payment options was discussed as a method to reduce delinquency; no formal action taken.

Landscaping and Curb Appeal

- Concerns were raised regarding ongoing landscaping costs without visible improvement in curb appeal.
- The manager recommended establishing contracts for biannual tree trimming and annual/biennial pressure washing of fences and sidewalks; a full 2026 landscaping summary and forward plan will be included in the next management report.

Parking and Trash Enforcement

- Guest parking misuse for resident vehicles was discussed; the manager reported improvement community-wide and will issue violation notices to repeat offenders.
- Trash can storage and overflow issues were discussed; the manager confirmed violations have been issued since taking over management, with noted improvement.

Community Traffic / Perimeter Gate

- A resident (Gina Hollman) raised concerns about increased traffic from new construction off Six Mile Creek and requested a protective barrier.
- The board previously discussed, without formal action, the possibility of a resident-only back gate to prevent cut-through traffic; the manager will obtain cost estimates and present an analysis within four to six weeks.

Sale Approval Process Inquiry

- An owner (Jessica) requested clarification on the board-approval process for an upcoming unit sale; the manager explained the $100 per-applicant application process, board approval requirements under the governing documents, and the association's right of first refusal, and directed her to the application form on the public website.

Meeting Schedule

- The board confirmed that regular monthly board meetings will be held on the first Tuesday of each month at 6:00 p.m., beginning the following month.

Adjournment

- With no further questions from owners, the meeting was adjourned at approximately 11:03 a.m.

Minutes prepared by: _____

Association Manager, Sabal Pointe Townhomes POA, Inc.

Approved by the Board of Directors on: _____