

**ORCHID COVE CONDOMINIUM, INC**  
**Board of Directors Meeting**  
**April 19<sup>th</sup> 2018 at 6:00PM**  
**Tara Preserve Community Center,**  
**Tara Preserve Lane, Bradenton, FL 34203**

**MINUTES**

**Meeting Called to Order / Establish a Quorum** – at 6:00 PM the meeting was called to order by the President, Kim Loskota. Secretary, Patti Balogh was in attendance, with Treasurer Juliana Westover on her way to the meeting. Quorum was established. Judie Littell, LCAM, represented Progressive Community Management, Inc. (PCM).

**Proper Meeting Notice** - The agenda was posted on the Orchid Cove premises in accordance with the requirements of the Florida Statutes.

**Approval of Meeting Minutes** – Patti Balogh **motioned**, seconded by Kim Loskota to approve the April 5<sup>th</sup>, 2018 meeting minutes as written. **The motion passed unanimously.**

**Reports – Landscape Committee only:** Greg Blanchard presented the Landscape Committee's report. See attached. The findings of the landscape committee have to do with the irrigation system and some plant replacements. The committee will discuss with and obtain quotes from Florida Lawn Pro for the items they are recommending, and present the quotes to the board for review/discussion.

**Old Business –**

- Progressive Community Management took over the property management from Argus as of April 1<sup>st</sup>. Still working on items while in the transition phase. Re-introduced Judie Littell, property manager.
- Quotes for miscellaneous work—there were a few miscellaneous items that the board was waiting on quotes for from Argus. We will now have Judie Littell look into them for us. They are: 1) adding gutters on pool house, only 1 side has gutters, so water is damaging the paint on the pool deck; 2) electrical items: box at front entry, by the sign, needs replacing; no cover on electrical outlet on the back of 7546; would like an outdoor fan installed at pool house, on the ceiling of the covered area; 3) various areas of uneven concrete. Judie states she uses Randy Patrick for concrete issues. She will call him to come out & look at the concrete. Judie will get with Kim and Juliana to walk the complex and note specific areas that need to be addressed.

**New Business –**

- Orchid Cove website is in the process of being designed. Orchid Cove will own the website, documents will be available on the website for residents to view, download/print if needed. Besides being able to e-mail Judie Littell for any issues, there will be a form on the website for residents to fill out & send to Judie for any non-emergency maintenance issue.
- Storage shelving or cabinets are needed for paint, extra fire extinguishers and other items that are now being stored in the pool pump room. Because of the chemicals in the pump room, the items being stored need to be moved. The thought being that a plastic or resin storage unit or cabinet, that can be locked, can be placed in the men's restroom for the storage of the items mentioned. Kim Loskota **motioned**, seconded by Juliana Westover, to approve the purchase of a plastic or resin storage unit or cabinet, to be under \$200, to be set up in the men's restroom. **The motion passed unanimously.**
- Owner responsibilities in regards to the front entries of the units. Reminder to owners that it is not the association's responsibility to keep the front entries swept and clean, in between the yearly power washing of the units.
- Keys for units – Statutes require access to units for emergencies. The board will work with the management company to improve the number of keys we have.
- Future maintenance – Power washing and window cleaning will be done in the fall. It was brought up that in the past, we were going to get a quote to replace all the hose bibs on the buildings, because some were broken. It's been decided that it would probably be more cost effective to just fix the ones that are broken, as needed.

**Owner Comments/Concerns** – Question about the auto-pay for the association dues. It will be changing from Stonegate to Cadence Bank. PCM is getting downloads from Stonegate Bank, so dues are still getting to PCM. If residents are having ACH payments to Stonegate, they are responsible for cancelling the ACH.

It was asked if the hurricane preparedness for Orchid Cove has progressed. It has not, and President Kim Loskota suggested that probably the best way for this to get done will be to form a committee, and have volunteers begin working on the plans.

Judie Littell stated that Steve Litchauer, of Manatee County, does Hurricane Preparedness. There is a lot of information on the Manatee County website. He will also do presentations on preparedness.

Judie also recommended that tree trimming be done prior to hurricane season; it helps protect them from damaging winds.

It was brought up that several residents have made changes to things such as door knobs or other outside elements. They don't seem to understand that unlike with a home, it's not allowed in a condo. Any changes have to be approved by the board, via an Architectural Review Form, that is available on the website.

Should be a list of Approved Models, for things such as screen doors, porch lights, door handles.

**Next Meeting** is October 23<sup>rd</sup>, 6:00 PM, Preserve Community Center.

**Adjournment** – A **motion** was made by Kim Loskota, seconded by Juliana Westover, to adjourn the meeting. **The motion passed unanimously.** The meeting was adjourned at 6:58 PM by President Kim Loskota.

Respectfully submitted,  
Patti Balogh  
Secretary, Orchid Cove Condominium Association.

Landscape Committee Report  
4/15/2018

The landscape committee has walked the grounds and have the following landscape maintenance recommendations

1. Schedule a walkthrough with the landscaper to discuss irrigation maintenance, weeding (mulched areas, driveways and grass areas) pest (fire ant and mole) service expectations.
2. Ask landscape/irrigation contractor for an updated irrigation zone map.
3. Repair/replace leaking master valve on irrigation wellhead.
4. Remove and secure unused drip irrigation emitters (2) where trees have been removed behind the hedge to the south of the entrance.
5. Schedule a community irrigation system assessment by the Extension Service's Mobile Irrigation Lab after actions 1-4 above have been completed.
6. Replace the dead Ixora (3) on the NE side of the pool fence.
7. Reshape/reduce mulched area where a large palm tree was lost next to unit 7506 and sod.
8. Replace a small Pine tree (1) behind unit 7556.
9. Replace the Ligustrum (2) behind unit 7446 where A/C line repair work was performed.
10. Replace missing electrical outlet box cover on the exterior wall outlet behind unit 7446.
11. Add three (3) Pygmy Date Palms to grassed areas of the property: 2 in the open area diagonally across from the mail boxes, 1 between unit 7512 and 7516.
12. Remove the support rope and peg to the large shrub between unit 7646 and the pool fence.
13. Replace/relocate/match plantings next to the driveway end of the entry sidewalks of units 7628 and 7634. March plantings to the arrangement used for unit 7622.
14. Trim the Podocarpus hedge on either side of mail boxes to 6 ft. in height.

We also have the following general observations:

1. Frost-damaged areas noted in last report have generally begun to recover. A few replacements plantings have been noted in recommendations.
2. A DirectTV Satellite dish has been installed on the lanai of unit 7554.
3. The Board may want to consider revising the Pot/Planter rules to allow pots on the mulched areas behind the lanais of ground-floor units.
4. The pool entry area appears to be a good location for decorative outdoor lighting for community events.
5. The ponds appear to be in excellent condition. A "bubbler" system (examples along LWR Blvd) may help maintain water quality during the wet season. We do not recommend decorative fountains.