

Creekwood Townhome Association, Inc.

DATE: Thursday, January 14, 2021
TIME: 6:00 PM
PLACE: Zoom and in person at the CW Pool Area

APPROVED MINUTES

Call the Meeting to Order: The meeting was called to order at 6:07pm.

Determination of Board Quorum: All five board members were present; Shannon Nemecek, Gina Valdez, Mathew Soehren, Fred Schmidt, and Nick Paragioudakis.

Proof of Notice: Notice was provided in accordance with FL ST 720 and the association's documents.

Approval of Previous Minutes December 3, 2020 MOTION made by Shannon, seconded by Fred to approve the meeting minutes as presented. MOTION passed unanimously.

President Report:

- No Report

Treasurer Report

- Matt reviewed the 2020-year end financial statements. There was a surplus. The carryover vote will be taken at the Annual Membership meeting held in February. Matt will work with Sunstate on the Accounts Receivable. The reports are also available at www.mycreekwoodtownhomes.com
- Nicole will send the attorney collection letters to the board.
- Matt will share the google drive association records with Sunstate.

Manager's Report

- Thursday at 5pm weekly ZOOM planning sessions, CW BOD to create new account
- Walking Gate Passcode 5602
- Frontier Equipment caps – Board directive, attorney action- **MOTION** made by Fred, seconded by Shannon to approve the attorney to review and send a demand letter, not to exceed \$200. MOTION passed unanimously.
- Pressure Washing sidewalks and buildings – The board reviewed two quotes. Nicole will ask Rob to detail the process and ask him to add cleaning the clubhouse cleaning and gutter cleaning. Sundance Property LLC. Should submit a quote.

Unfinished Business

- **West Bay Landscaping Monthly Service review and mulch discussion:** There are missed areas where mulch was not installed. The Board would like Chris to walk the property and inspect the job. Fred will create the RFP for plant replacement projects. Chris to confirm on the monthly reports which buildings were done on his weeding and pruning rotation.
- **Buffer Zone Landscaping:** WB on hold. Board to create RFP and send to Nicole.
- Pond Management (Solitude) Monthly Report review

New Business

- Compliance Committee Appointments: Seeking volunteers.
- Annual Membership Meeting and Election Discussion: number of members and terms discussion 3 year term – 2 year term – 1 year term. Kim St. Pierre confirmed she sent in a candidate intent for the Board.
- Removal of Private Residence Signs- enforce compliance.

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- Pool Heater / Chiller: The board reviewed the two quotes. Matt would like to confirm the year end surplus.
- The board will create a list for the attorney to consider.
- Sunstate will follow up with the attorney to confirm the documents recorded for Creekwood.

Owner Comments (limited to 3 minutes each)

- Rental violations were discussed.
- Owner asked if the window washing was the association's responsibility. The Board confirmed it is not.

Next Scheduled Meeting: 2/11/2021 Annual Meeting at 7:00pm

With no further business to discuss, the meeting adjourned at 7:56pm.

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