

**BALLANTRAE CONDOMINIUM ASSOCIATION, INC.**

**AMENDED ANNUAL MEMBER MEETING MINUTES**

**Date:** December 7, 2020    **Time:** 1:00 P.M.    **Location:** Elks Lodge  
5680 Rosin Way  
Sarasota, FL 34233

**Board Members Present:** John Frazzini, Jack Seaman, Pat Paulson, David Dicke

**Attendees:** Manager, Mike Miller.    16 units represented.

**Call to Order:** The meeting was called to order by John Frazzini at 1:05 P.M.

**Certification of Proxies and Establishment of a Quorum.**

Total votes met a quorum of 51.    12 in person and 39 by proxy.

**Election Announcement :**

John Frazzini and Jack Seaman submitted their names for re-election. No other candidates were submitted. They will serve a 2-year term.

**Proof of Notice:**

1<sup>st</sup> Notice Date of Election Affidavit for the Annual Meeting was presented, executed and retained in the Association's permanent record.

The Annual Mailing for the Annual Meeting Affidavit was presented, executed and retained in the Association's permanent record.

**Approval of Minutes:** Jack Seaman made a motion which was seconded by Pat Paulson to waive the reading and approval of the Minutes from the last Members Meeting held on December 2, 2019 and December 19, 2019.  
No discussion. Carried 4-0.

**President's Comments:**

John mentioned we did something new this year, we had a forum conducted by the Board and Committee members. Many residents attended. The purpose was to give an update by the Board and Committee members to keep everyone aware of what is happening in our community. We will be having one around Easter so we can accommodate our snow birds.

We currently have four Board Members, John Frazzini, President and Treasurer; Jack Seaman, Vice President; Pat Paulson, Secretary; and David Dicke Director at Large. Mike Miller of Miller Management Services is our Association Manager. We have an opening for a 5<sup>th</sup> Board Member at Large. We had no responses interested this year but please contact John Frazzini if you have an interest. In addition, we have 6 more people working on committees.

An owner who was not present provided a list of questions that will addressed at a later time.

## **Officer/Committee Reports:**

**President's Report:** John Frazzini, see attached report.

John mentioned we have had 4 years of no increases with Earthworks. Other highlights included; updating our governing documents, created a new Application Form, updated our reserve study and completed a new study. We finally got alignment between the schedule of events to occur and the cost for those events when they start. Last year we obtained approval to use less reserve funds that kept our HOA Dues the same for next year.

John thanked Andy for his efforts on our Grounds Committee and as Past President.

A big thanks to the Elks Lodge for letting us use their facility.

John thanked all our Committee Members for all their hard work this year.

Question: Is Lane still available to hire afterhours?

Yes, on his own time. Please do not call Lane or use a note in the same box as the work orders.

Reminder: He is not licensed as a plumber, electrician, etc.

**Building Report:** Jack Seaman, see attached report.

Jack is responsible for sidewalks, driveways, streets, and outside buildings.

He mentioned the painting of 4 buildings this year: Units 5,6,7 & 8. Units 5,6 & 7 are on Carnoustie Dr. and Unit 8 is on Gleneagles Drive.

Minor leaks were repaired on new roofs. Replaced 2 driveways and repaired several sidewalks. Repaired the fascia between center units on Muirfield Dr. and ground down some of the poly-pebble walkways.

Comments: Are there more fascia that are rotting?

The buildings have been surveyed and we are thinking about replacing them on an ongoing basis. This would be done at the same time as painting.

There was a concern about leaks if replacing roofs during rainy season.

Roof replacement in 2022 will be on Gleneagles early in the year. If we can get a good savings we will consider replacing more.

**Treasurer/Budget Report:** John Frazzini, see attached report.

**Grounds Committee:** David Dicke, see attached report.

David mentioned our contract with Earthworks has been renewed for an additional 2 years and at a 1½% increase.

All of our palm trees have been trimmed.

Earthworks will be shovel edging our beds and mulching.

We will be redoing our center isle entrance replacing old foliage.

Fire ant treatment has been done by Lane.

Lane mentioned there are 17 miles of piping to maintain.

Comment: Last year they were skimpy with the mulch. Will we do a better job this next year? Yes, we will address that when the mulch arrives.

Work Orders: John mentioned once the work is completed, the resident and John will get a copy. Anything that needs to be done must have a work order completed.

**Interview Committee:** George Harland, see attached report.

16 interviews this year, 14 are new owners. George is retiring after serving as our Interview Chairman for the past 5 years. We thanked George for his years of service on the Interview Committee and as Board President. We wish him well.

Sheri Netto has agreed to be on the Interview Committee as Chairman and will join Bill Buckler.

**Social/Caring Committee:** Sonia Harland, see attached report.

**Social:** Sonia thanked the Board and reminded us due to COVID, it has been a difficult year to plan social gatherings. We managed to have 4 shell path social gatherings this year with individual meals for everyone.

We want to thank Lane for the beautiful work he did stringing our holiday lights this year. Thank you, Lane!

A new project is to create a 2021 Ballantrae Calendar using some of our wonderful pictures that have been taken over the years. We are hoping to have it by January. We will be selling them as a fund raiser for our Social Committee. We have not decided on a cost.

**Caring:** On a sad note, we have lost three of our Ballantrae neighbors this year.

*Karen Catanzaro* passed away in June. She lived on Muirfield Dr.

*Carlos and Hilda Yordan* passed away within 3 months of each other. They were original owners and he was our 1<sup>st</sup> President.

*Roy Seacor* passed away just before Thanksgiving.

Ballantrae will greatly miss these residents. All of them had a deep connection to the community, left an impact and their mark on our hearts.

**Website:** Pat Paulson, see attached report.

Pat reminded everyone to use the website: [www.ballantraecondoassoc.com](http://www.ballantraecondoassoc.com). It has current Directory information as well as other up-to-date information. There are 2 options: Guest and Resident. At the beginning of the year our password will change to 2021. Also, a reminder our current Documents, which are newly updated, are listed under Guests and Residents.

Michele, who creates our Newsletter, asked if there is anything you would like to see in our Newsletter to contact her. It is published 5 times a year.

**New Business:**

**A. 2021 Budget Presentation**

**1. Review Proposed Budget / Q & A**

Question: What is included in the Misc. Site Improvements?

Wooden fences, concrete work, mailboxes, 6' main entrance, aluminum gate, pump motors and the retaining wall on Ballantrae Drive that erodes each year. The retaining wall is the majority of the expense.

Question: Why is the report created in July and not at year end?

Because that is when our Reserve Study is created.

Question: What is in the telephone expense?

It is for our entrance gate, and the phone in the gate house.

**2. Vote on Borrowing of Reserve Funds for Insurance by Membership**

Do you approve the Board of Directors borrowing from the Reserve Fund to fund insurance premium payments?

It was a Unanimous decision to borrow Reserve Funds to fund insurance premium payments.

**3. Vote on Reserve Funds Use for Emergencies by Membership**

Do you approve the Board of Directors borrowing from the Reserve Fund to fund unexpected Association expenses due to natural or man-made disasters or catastrophes? (as in the past)

It was a Unanimous decision to borrow Reserve Funds to fund unexpected emergencies.

Next Annual Members Meeting – December 2021 TBD

Jack Seaman made a motion the meeting be adjourned.

Pat Paulson seconded the motion. Meeting adjourned at 2:12 P.M.

Respectfully submitted,

Pat Paulson, Secretary

Date: December 7, 2020

**Ballantrae Condo Association  
Presidents Update  
Meeting – December 7th 2020**

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- **An unusual year indeed but our association is staffed with four board members and four additional owners on various committees and daily activities are occurring as planned. We have one opening for a board position at large to round out our board with five fullmembers.**
- **Earth Works Contract Completed for 2021 and 2022 with a nominal increase of 1.5% in 2021 and additional 1.5% in 2022**
- **Rules and Regulations have been updated and approved that conform to Florida law and our new documents. The process required the assistance of our law firm so we are confident that we are in legal compliance.**
- **A new application has been created, approved and implemented. A copy of the new application is available on our web page.**
- **We conducted our First Board Forum meeting. We shared the current status of every committee and board project and activity. We plan on having one meeting per year. The next meeting will be prior to Easter of 2021.**
- **We updated our Reserve Study. Our new study straightens out the schedule and initial costs. The result is we saved significant amounts to assure we can continue with our current HOA fee.**
- **We obtained an insurance estimate for 2021. Final amounts will be available in January 2021.**
- **Andy Westra resigned his position as President and Grounds Chairman in August. The association and owners thank him for his service.**
- **George Harland resigns as chairman of the Interview Committee effective at today's meeting. The association and owners thank him for his service.**
- **Dave Dicke joins the board and takes responsibility for Grounds. Dave has taken his responsibility very serious and is prepping projects for 2021.**
- **Michele Dicke has taken on the Newsletter project and has produced several newsletters this year. Thank you Michele for taking this responsibility.**

Ballantrae Condo Assoc :  
Building Report 2020

Painted Buildings 5,6,7, and 8

Buildings 5,6, and 7 are on Carnaustie Drive and Building 8 on Gleneagle Drive.

Repaired several minor leaks on shake roofs thru out the year.

Concrete work- replaced two driveways , one on Ballantrae Drive and one on Killarny Drive. Repaired several sidewalk sections.

Replaced rotted front facia on Building 4 on Muirfield Drive.

Couple new tires on work vehicle

## **2020 Annual Treasurer/Budget Report**

Submitted by: John Frazzini, Treasure

December 7, 2020

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### **Reserve Funds**

On November 30<sup>th</sup> we had a balance of \$765,662.61 in our reserve fund accounts. On schedule we skipped 2020 and will be resuming our roof schedule in 2021. Also, we plan on painting five buildings in 2021.

### **Audit for 2020**

Menchinger & Tyack will be performing our annual audit at the end of our physical year. We completed an audit for 2019 on December 31<sup>st</sup>, 2019 and the results are available by request to Miller Management.

### **Current Income Statement**

As of November 30<sup>th</sup> our condo association income statement is under budget by \$3,057.79. We have contracted and completed our annual palm tree trimming and the under budgeted funds have been used for this project.

### **Reserve Funding for 2021**

We have submitted our recommendation to fully fund our reserves for 2021. The result is that our HOA will remain \$430 for 2021.

## 2020 Grounds Committee Annual Report

We have been working with Earthworks Landscape Management for the past few years for our general landscape maintenance needs and have found them reliable and responsive to our requests. They also are quick to follow up on issues that are brought to their attention. I am happy to report that we have been able to negotiate an additional two year contract with Earthworks with only a 1.5% yearly increase in cost.

In review, our general contract with Earthworks includes the following:

- Mowing and edging
- Shrub pruning
- Spraying beds for weeds
- Tree trimming (under 12-15 feet)
- Fertilizer and pest control

In addition to our general landscape contract we also work with Earthworks to have our palm trees trimmed annually. This was done just before Thanksgiving this year. Earthworks, as a separate contract, also provides and spreads mulch over all our beds. They will next do this early in 2021. We have also entered into a separate agreement with Earthworks for shovel edging all the beds around our buildings. This will give the beds a sharp, clean edge and should help keep grass from creeping where it shouldn't. The shovel edging will be done early next year just before the new mulch is put down.

As a special project we are working with Earthworks on a proposal to change many of the plantings in the median strip south of our entrance and exit gates. Many of the current plants are showing their age and need replaced. Others will be moved and several new plants will be added. All in all it should be quite a visual improvement to those entering or leaving Ballantrae.

The median strip project will require quite a bit of effort from Lane as he will be working to reposition and reuse the existing irrigation system in order to help us meet our budget. If you see him working there as you drive in or out of the development say thanks for helping save us \$\$\$.

I also want to say thanks to Lane for all the large and small grounds projects he takes on. The largest of which is keeping the irrigation system throughout Ballantrae functioning properly. Without Lane's knowledge and willingness to tackle irrigation issues we would have to fund a much larger Grounds budget. Another special project Lane took on was spreading Fire Ant repellent on all the lawns surrounding each of our buildings. Lane's efforts enabled us to reduce our chance of being bitten by Fire Ants without having to pay an outside firm for the work.

Respectfully submitted,

David Dicke

Grounds Committee Chairman

## 2020 Interview Committee Report

Name	Unit#.	Address.		Date
1. Frank & Carol Verona	9A	3606 Gleneagles	O.	12/15/20
2. Sally Jones.	16C	7334 Royal Birkdale.	O.	3/26/20
4. Phil & Carol Danna.	19D.	3734 Ballantrae Dr.	R.	5/21/20
5. Stan & Marlene Valerga.	22D.	3766 Ballantrae Dr.	O	5/28/20
6. Michel Glower	11c.	3617 Gleneagle.	O.	7/12/20
7. Kate Kostopoulos.	11B.	3625 Gleneagle.	O.	8/22/20
8. Jay & Caren Josko.	2B.	3652 Muirfield.	O.	9/4/20
9. Juan Ramirez.	1A.	3612 Muirfield.	O.	10/7/20
10. Pat & Michael Pryszlak.	15B	7358 Royal Birkdale.	O.	10/17/20
11. Larry & Jene McMillan.	1C.	3628 Muirfield.	O.	11/3/20
12. Dennis & Nadine Dryjanski	24A	3806 Ballantrae Dr.	O.	11/4/20
13. Stephen & Pat Trahanas	15D	7374 Royal Birkdale	O.	11/7/20
14. David Strattard.	15A	7350 Royal Birkdale.	O.	11/9/20
15. Ken & Ingrid Rowland.	27B	7317 Ballantrae Place.	O.	11/22/20
16. Tyler Frank.	19C	3726 Ballantrae Dr.	O.	11/30/20

## Social Committee Report

2020 has been a difficult year for everyone on many levels. Many of the past events that our residents so enjoyed had to be postponed because of Covid. But even in these uncertain times our community came together and I had calls from residents offering to help with whatever someone might need. Times like these bring out the best in us and we thank the Ballantrae Community for its outpouring of love and caring.

By springtime everyone was feeling the effects of social distancing. In order to spread some cheer Michele Dickie suggested decorating specific trees in the community with spring decorations hoping to bring a smile as one walked the neighborhood looking for their nearest tree. It was great fun to see the creativity of our neighbors.

In April in order to break out a bit from our self- isolation we joined together in our driveways at 6:30 each evening to clap our hands for the tireless and selfless work of our first responders, doctors, nurses and many more who bravely risk their lives for others. We clapped our hands banged pots and pans, blew whistles and waved to our neighbors. This simple gesture went a long way and brought a smile in knowing that we were all in this together and not alone. Thank you Lin and Maurice who reside on Gleneagle for the suggestion.

Our first real gathering was at 4<sup>th</sup> of July. Everyone was ready and anxious to see friends and neighbors. Every precaution was taken to ensure the safety of our residents. An individual boxed lunch was provided with a red, white and blue theme. The event was well attended and everyone celebrated in a safe manner.

By October everyone was ready for a bit of Oktoberfest fun. Once again in order to celebrate in a safe manner individual boxed lunches were provided in keeping with the traditional Oktoberfest foods of sausage and peppers, mac n cheese, pretzels and of course lots of liquid cheer. Once again, Ballantrae came out in full support and we had an outstanding turn out.

November brought us our much-anticipated Thanksgiving Gathering. Individual Turkey Dinners with all the trimmings and topped off with pumpkin pie for dessert was the menu. There were 40 in attendance and our 50/50 raffle was reintroduced. The monies raised helps offset the expense of these events. We are hoping that in the near future we can get back to our residents bringing their favorite dish to share. The winner of the 50/50 was Chris McDevitt who graciously donated his winnings back to the Social Fund.

To start of this wonderful time of the year we held our "Lighting of the Trees" A great time was had by all as we shared some wine and cheese and waited for the sun to set and the switch of the light. It was a great turnout and I think everyone can agree that the lights this year as you enter into the community are outstanding. Thank you, Lane for your time and effort.

On a much sadder note the Caring Committee is sad to announce the passing of the following dear friends and neighbors.

- Karen Catanzaro passed in June after a short illness. Karen resided on Murifield Drive. A memorial mass was held at Incarnation Catholic Church and a Celebration of Life was held at her home.
- Original owners Carlos and Hilda Yordan who resided on Gleneagle passed within 3 months of each other. They had both been residing at Ashton Place for several years.
- Roy Seacor who resided on Muirfield passed after a short illness.

Ballantrae will greatly miss these residents. All of them had a deep connection to the community and left a great impact and their mark on our hearts.

Respectfully submitted,

Sonia Harland

Social and Caring Committee

## **2020 Website Report**

Our website contains the following information:

1. Guests/Realtors
  - a. Contains our Governing Documents
  - b. Community Photos
  - c. Application
2. Residents
  - a. Password will be changed on January 1<sup>st</sup> to 2021.
  - b. Governing Documents
  - c. Board and Committee Information
  - d. Updated Resident Directory by Unit and Alphabetical
  - e. Events/Newsletter with Calendar
  - f. Financial Statements
  - g. Meeting Minutes

I encourage everyone to access and use our website for the latest information.