

# **BALLANTRAE CONDOMINIUM ASSOCIATION, INC.**

## **BOARD OF DIRECTOR'S Meeting Minutes**

**DATE:** November 1, 2021    **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, Jacqueline Eubanks

**Attendees:** Mike Miller, Manager; 19 residents present.

**Call to Order:** The meeting was called to order by John Frazzini at 1:00 P.M.

### **Elk's American Flag Presentation Award**

Dennis Smith, Elk's Treasurer, presented a Certificate to Ballantrae for acknowledging that we are one of the communities who flies the American Flag correctly.

### **Meeting Minutes Approval:**

Pat Paulson made a motion to waive the reading and approve the Meeting Minutes from the Board Meeting on September 9, 2021. Dave Dicke seconded the motion.

John Frazzini, Jack Seaman, Pat Paulson, Jacquie Eubanks and David Dicke all voted in favor. No discussion. Motion passed 5.0.

### **New Business: Window Replacement Approval**

Jack Seaman made a motion to approve window replacement for Gordy Shonka, Unit 27A, 7325 Ballantrae Place. Jacquie Eubanks seconded the motion. John Frazzini, Jack Seaman, Pat Paulson, and David Dicke all voted in favor. No discussion. Motion passed 5-0.

### **Advisory Committee Announcements and Open Positions**

John Frazzini mentioned Committees that are in our documents are an extension of the Board. They have to have Board approval to be on the Committee. They can sign documents and spend money within the limits of what the Committee have been assigned. There are also Advisory Committees that are usually assigned by the President. Those individuals would work in a particular area under a Board member who has the authority to work within spending limits.

We have filled 2 positions:

Gordy Shonka will be on a Advisory Committee, working with with Jack Seaman on Buildings, Sidewalks, Driveways, Painting, and Roofs. Unfortunately, Gordy was unable to attend the meeting.

Contact Information: Email: [grshonka1@verizon.net](mailto:grshonka1@verizon.net)

Phone: land line: 941-925-3262    Cell: 941-961-3174

Ken Rowland has volunteered to work with our Rules and Regulations. Ken gave a brief description of his background working with Unions, Bylaws, and technology committees for over 9 years.

Contact Information: Email: [kenrocky2002@protonmail.com](mailto:kenrocky2002@protonmail.com)  
Cell: 941-786-2641

John mentioned we have 3 Committee openings posted on our mailboxes in red.

1. Rules and Regulations
2. Picnic support
3. Movie night

If anyone is willing to help in these areas, please contact a Board Member.

George Harland wanted to know if we could get some background on Gordy Shonka, who will be working with Jack on Buildings, Sidewalks, Driveways, Painting and Roofs.

Gordy and Jack spent some time going over Ballantrae's needs in these areas. Jack mentioned he has a contracting background, dealing with lumber companies and is very knowledgeable on buildings, and concrete issues.

### **Announcement of Major Projects**

#### *1. Architectural Review Requests*

Pat Paulson has initiated an Architectural Review Request document/procedure that will bring information together to make it clear what information will be needed for any changes to the outside of our buildings that the residents are responsible for. Examples: Storm Shutters, Gutters, Pavers, Windows, Screens, etc.

#### *2. Automated Work Order Process*

The concept will be to put in a Work Order Request online with options to select what it is for. Option examples would be: concrete, landscaping, buildings, etc. For those who will not be using a computer you will still be able to fill it out manually as we do today and it will be entered into the system for automated tracking. Tracking work order status includes number of open work orders, number of days outstanding, completed orders, etc. Residents will receive notice when completed. John Frazzini, David Dicke, and Pat Paulson will be working on the design. We will get an estimated cost once we present it to our programmer.

### **Address Residential Concerns**

*Question:* Do we have a budget for next year and when will it be available and are our HOA fees going up?

*Answer:* Yes, we do have a budget and we are getting it put together for Board review. It has to be available to our residents in 14 days before we adopt it. It has to be approved by 12/31/21. Dreux Isaac is an accounting firm out of Orlando who puts together our reserve study based on our budget data. Miller Management assists in our Operating Budget. HOA fees will be determined once we finalize the budget.

*Question:* Jacquie, could you give us a little background on your qualifications?

*Answer:* Jacquie has been a Registered Nurse for 45 years and has worked as an Administrative Nurse, running a large budget of Adult Health, Primary Care, OBGYN, HIV and Specialty clinics. In addition, I have worked with grants from different foundations.

*Question:* There is a concern on notifying residents when there is a change in the community that effects the residents. As an example, a change has been made to the gate on how it affects the timing of when the gate opens. It would be helpful if we could have been notified of it. Do we know when it will be fixed?

*Answer:* John Frazzini mentioned we have bought a new call box system and we were not aware how it would affect the timing of the gate opening. Currently the gate is not closing when entering our community. John Frazzini has reported it to our gate repair company.

*Question:* Iguanas: The Fish and Wildlife recommends getting rid of them. Can we look into this?

*Answer:* David Dicke, our Ground Chairman, will look into it and get back to the community.

*Question:* Is there anything new on the clearing of the property north of us, Palmer Ranch?

*Answer:* Jim Boyd did the research to find exactly where Ballantrae's property line is located and reported back to us. The records indicate that the road way is 100' wide and owned by Ballantrae. The roadway including the pavement and island is not 100' wide so it appears that Ballantrae's ownership extends about 20' north of the pavement. As far as I can see although I don't have a copy of the deed, this is not a right-of-way easement but fee simple ownership which is superior to an easement.

The contractor hired by Palmer Ranch to remove the invasive species is going to work as close as he can to us which means we will lose a lot of the jungle. David Dicke felt that it may be a good thing because it will look more like a park setting. We may find after it is completed it may look too sparse. It would give us an opportunity to do some plantings to help enhance our entry look.

*Comment:* On the iguana issue, David Dicke requested that if you see one, please contact him identifying the location so we can take care of the problem.

*Question:* What's going on with the sinking driveway on Carnoustie Drive? Are we insured for this?

*Answer:* We are still waiting for the Engineer to give us a report on what it is we need to do. One estimate was \$18,000 to fix it, but we need to wait for the Engineer report to make sure it has or has not affected the rest of the building. We do have sinkhole coverage, but we will doublecheck our coverage.

*Comment:* Pat Paulson suggested that when there is a problem that affects the community, the Board should do a better job of communicating to the community the issue, suggesting we send an email to everyone letting them know what the issue is and respond back via email when the issue is resolved. This would also include posting the email correspondence. The function changes to our gate and not closing would be a good example. There are some things that can be covered in our Newsletter but things like the gate problem should be resolved sooner than waiting for the Newsletter to come out. There is a posting on the mailboxes about the clearing of the property north of us in Palmer Ranch.

*Comment:* The open gate issue, we need to go after our contractor to get it fixed sooner than later. It is a security issue that is very important. We need a quicker response and should consider looking for a different contractor.

*Comment:* Regarding the gate, if an Emergency Unit enters the community, they trigger the gate to open. When they leave, they have to reset it. Sometimes they forget to reset it. Another reason the gate could be left open when entering is if you are entering too fast. There is a tar loop area on road that triggers the gate to close. Please enter slowly so it will trigger the area that closes the gate.

Who should we contact when the gate is open? Any Board Member or Mike Miller.

**Next Board Meeting: TBD**

**Adjournment:** John Frazzini made a motion to adjourn the meeting. Jack Seaman seconded the motion. Pat Paulson Jacquie Eubanks and David Dicke voted in favor. No discussion. Motion passed 5-0.

Meeting adjourned at 1:55 P.M.

Respectfully submitted,

Pat Paulson, Secretary

Date: November 1, 2021