

BALLANTRAE CONDOMINIUM ASSOCIATION, INC.

ANNUAL MEMBERS MEETING

DATE: December 6, 2021 TIME: 6:00 P.M.

**LOCATION: St. Andrews Church
6908 Beneva Rd.
Sarasota, FL 34238**

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

Attendees: Manager, Mike Miller, 49 Residents

Call to Order: The Meeting was called to order by John Frazzini at 6:10 P.M.

Certification of Proxies and Establishment of a Quorum.

Total votes met a quorum of 75. 43 in person and 32 by proxy.

Proof of Notice:

1st Notice Date of Election Affidavit for the Annual Meeting was executed and retained in the Association's permanent record.

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

Board Election Announcement:

There were 5 candidates to fill 3 positions on the Board. They will serve a 2-year term.

The newly elected officers are:

Jacqueline Eubanks, David Dicke, and Michel Glower

Approval of Minutes: Ken Rowland made a motion to waive the reading of the December 1, 2021 Members Meeting and approve the minutes.

Jack Seaman seconded the motion. Motion passed by a majority of the Members.

Committee Reports

Buildings Reports: Jack Seaman, see attached report.

Jack mentioned we had painted buildings 9, 10, 11, 12 and 14 on Gleneagles Drive.

Repairs have been made to several rotted beams, facia, and several minor leaks on shake roofs.

Question: What is the status of the foundation issue on Carnoustie Drive?

Answer: Mike Miller has been waiting for the Engineering Report that will tell us the magnitude of the problem. He will give them another call to find out when we can expect it or choose an alternative.

Question: What are the results of a study done on center units replacing the facia problem?

No answer.

Question: Is there anything in the reserve study to replace the wood beams and facia in our middle units to address the problem?

Answer: Jacquie commented it is in our pooled cash flow and is under miscellaneous building components. It has been put in the budget.

Presidents Report: John Frazzini, see attached report.

John presented the year in review and highlighted the following areas:

- We had 8 Board Meetings, 2 members meetings and by the end of 2021 there will have been a total of 12 community meetings.
- Updated our website.
- Conducted forum meetings for recommended outside vendor work.
- We are in need of Committee members to fill several areas.
- Began work on an automated work order system and architectural review process.

Within 10 days of the Annual Meeting the Board will call a meeting to organize the new officers.

Grounds Report: David Dicke, see attached report.

David presented his report and highlighted the following areas.

- Earthworks, our landscape contractor, installed new plants and replaced shrubs.
- Mulching was done throughout Ballantrae.
- Major plantings have been completed based on a survey conducted by Chris and Julie McDevitt. A big thanks for their efforts.
- Major trees were trimmed
- Management changes happened within Earthworks and presented challenges to resolve.

Question: When are you going to install a plant behind my Unit that has been sitting there since late July?

Answer: Lane and David will get together with the homeowner and get it scheduled.

Question: What is the status of the brush clearing in the entrance area of Ballantrae?

Answer: There is no more clearing just the clean up is left to do.

Question: Why didn't the members have a say in clearing the brush?

No Answer.

Comment: You are taking away all our wildlife and we hope you will not disturb any more of our property.

Question: Who gave Palmer Ranch the approval to clear up to our entrance road?

No Answer.

Comment: David Dicke and the Palmer Ranch Contractor, who is clearing the brush, discussed clearing up to our entrance road. We own approximately 20 feet on the north side of the entrance. The south side of the entrance is our property but might involve Sarasota County.

Question: How often do we trim the shrubs? My shrubs have not been trimmed in months.

Answer: They are on a monthly schedule and we will review the schedule with them.

Social and Caring: Sonia Harland, report attached

Rules and Regulations: Ken Rowland, report attached

Ken introduced himself and gave us his thoughts on improving our Rules and Regulations process. If anyone has any questions you can contact him and he will be happy to find an answer.

Question: If there is a problem can you give us a call and try and resolve it before legal action?

Answer: Absolutely we will give you a call to try to prevent any misunderstandings.

Website: Pat Paulson, report attached

Pat highlighted website improvements. We made it easier to navigate, easy to read buttons, and added customized event pictures. We can add and delete pictures, and information ourselves instead of relying on our webmaster as in the past.

A reminder our password changes January 1, 2022 New Password: 2022

Website: www.ballantraecondoassoc.com

Interview: Sheri Netto, see attached report

Sheri spoke about how much she enjoys meeting new people. Refer to her report for details.

Owners Questions and Comments

Comcast:

Question: Where did we come up with an \$80 package with Comcast? There are 4 line items on our bill provided by the community and I questioned if I should buy those 4 pieces myself.

Comment: We have 2 years left on our contract. John recommended Fran form a committee to analyze our contract and find out if there is a way to get out of our contract. Included in the analysis would be what it costs the homeowner to purchase their own services versus keeping it part of our dues. It was recommended to do a survey to see how many would like to get out of our contract once we know our costs.

Question: Are we saying we have an \$80 package?

Answer: That is roughly the amount. If we drop it, you can go to Comcast and ask them the cost. That would be part of the analysis.

Question: Are you saying we would have to buy Comcast on our own and still have to pay \$480/mo. in dues?

Answer: No, once the Comcast committee figures out our exact cost included in our dues, we would have a membership meeting vote to reduce our dues.

Question: How many units are currently using Comcast?

Answer: We don't know until we do a survey.

General:

Questions: What is the process for installing windows?

Answer: We have prepared an Architectural Review Process that will be reviewed by the new Board and residents before approval. The process and forms will be sent all homeowners.

Question: What is the problem with our Gate?

Answer: An emergency vehicle has a key to enter our property. If they forget to close it with their key, the gate is left open. We need to find a better way to handle emergency vehicles

coming into our property. Tomorrow the Gate Doctor should be out to fix the problem of why it is not closing.

Question: How far ahead does an Agenda go out to the community before a meeting ?

Answer: A Board Meeting requires a 48-hr. notice.

An Annual Membership meeting requires a 60-day notice.

A Special Membership meeting requires a 14-day notice.

Question: What is the process for infractions before we go to legal action?

Answer: Ken Rowland agreed a consensus is the correct approach to any type of violation.

Ken and Pat Paulson are developing/updating our procedures. Once developed it will be distributed to all our residents for review. The process should be completed within 2 months.

Comment: We as a community should have more of a say in what the Board alone is handling.

Recommendation: Increase our Members Meeting and voting rights to the community.

Question: The flowers planted in our entrance by our Ballantrae sign look terrible. Can we do something about that? Could we raise the sign and increase the depth of the flower bed without taking the asphalt out?

Answer: Beneath our flower bed is an asphalt slab preventing good flower growth. In order to fix it we would need to raise the Ballantrae sign, remove the asphalt, and reinstall our sign.

We have looked at doing this but decided not to spend the money at this time. Raising the sign would be a big issue. It is welded to the asphalt and would require quite a bit of labor and cost.

Question: Isn't Palmer Ranch property line closer than 20'?

Answer: No. Jim Boyd reviewed the existing survey and it indicated we own approximately 20' north of our entrance road.

Question: Why haven't we done a survey?

Answer: What would be the purpose and expense at this time to do so?

Question: Is there a schedule for roof replacement?

Answer: The schedule is in the budget and Jacquie will be happy to review it with you.

Question: After the election results, why aren't you having a Board meeting immediately following this meeting? You have to do that.

Answer: No, our By-Laws Article 4.6 state we have 10 days from today's meeting to conduct a Board Meeting.

Membership Voting Issues:

a. Use of Reserve Funds for Insurance Premium

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

Results: 59 Yes 12 No The decision passes to borrow Reserve Funds to fund insurance premium payments.

b. Use of Reserve Funds for Disaster Relief

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?

Results: 61 Yes 9 No The decision passes to borrow Reserve Funds to fund unexpected emergencies.

Next Annual Members Meeting: December, 2022 TBA

Adjournment: George Harland made a motion to adjourn the meeting. Sheri Netto seconded the motion. A majority of the members agreed to adjourn. Motion passed. Meeting adjourned at 7:50 P.M.

Respectfully Submitted:

Pat Paulson, Secretary

Date: December 6, 2021

Committee Reports Attached

Ballantrae Condo Association 2021 A Year in Review

You will be hearing from all board members and committee chairs this evening. My **Year in Review** update covers a broad overview of our community.

Ballantrae Condo Association and the community worked throughout the year to improve our community:

- This year the board has moved to transition to operating within the governing documents approved by membership over the last two years
- The board eliminated all meetings of three or more board members without a full board meeting notice, any two board members can meet to discuss operational issues
- Conducted 8 board meetings throughout the year that all of the community were included with a 9th to be scheduled before December 16th
- Implemented a Forum concept and held a meeting in March where the community was updated on vendors that are recommended by the community to perform outside work and each member of the board and committees updated on actions and projects being worked on
- Conducted 2 membership meetings for a total of 12 community meetings in 2021
- Fully implemented the Newsletter “the Voice”
- Revised and updated the community web page with more information and easier to navigate
- We’ve seen a uptick in property sales as a result of the housing boom in Florida and the desirability of our property, Year ending 7/21 saw 18 homes sold beating the previous year ending 7/20 of 6 homes
- Landscape committee freshened up the landscaping on the island at the front gate

- Painted, updated landscaping and replaced outdoor lighting on 5 buildings on Gleneagles
- Completed 62 work orders through November: Currently Grounds has 6 open w/o, Building has 7 open w/o
- Won an award from the Elks for our flag presentation at our entrance
- Added two new advisory assignments: Gory Shonka to aid in the building committee and Ken Rowland helping out with Rules and Regulations
- Created three more advisory committees: Rules and Regulations, Social and Caring, and Movie night advisory committees
- Begun work on two major projects: Automate Work Order System to be added to the web page and ARC (Architectural Review Committee) addendum to the Rules Regulations to smooth out the process for owners to request changes to the exterior of their property

Moving forward in 2022

- The board will call for a meeting within the next 10 days to organize the new board with date/time/location TBD
- In 2022 the board will meet once a month with the date/location/time TBD unless there is a membership meeting scheduled
- The board will be publishing a quarterly newsletter where each board and committee members can update the community on activities and projects
- The board will be communicating through a new update be called “The Focus” on various items of importance for the community in the months when no newsletter is published

As you heard, there were many actions and accomplishments of your board over the past year. It’s important for each community member to participate and help the board accomplish the 2022 plans.

Thank you for being a part of this community and let’s continue to improve.

Submitted by John Frazzini

**Ballantrae Condo Assoc :
Building Report 2021**

**Painted Buildings 9, 10, 11, 12, and 14,
on Gleneagle Drive.**

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

Repaired several rotted beams on center unit entry way.

**Replaced rotted front facia on Buildings 1, and 3, on Muirfield
Drive.**

2021 Grounds Committee Annual Report

In January Earthworks, our landscape contractor, provided and installed some new plants in the median strip south of our entrance and exit gates. These replaced plants that were past their prime and showing their age. Some of the existing plants that did not need replaced were moved to achieve a better visual appearance. Unfortunately there is a small batch of newly installed ground cover plants that have not survived. Earthworks has agreed to replace them yet this year.

Also in January mulch was spread throughout Ballantrae. This improved the appearance of our beds and helped reduce weed growth. We had planned to shovel edge the beds around our buildings before the mulch was spread, however we found that several of the cables running into our units are not buried deep enough to prevent them being cut by the shovel edging process. Not wanting the extra expense of cable repairs we decided to forgo the shovel edging. Fortunately Earthworks has improved their regular edging process so that the result is nearly the same.

Our next large project was to replace some of the older plantings around the five buildings on Gleneagles after they were painted early this year. Julie and Chris McDevitt spent many hours developing plans, surveying the properties, talking with unit owners and then with Lane's assistance selecting appropriate plants to replace those being removed. Thanks Julie and Chris. And a special thank you to Lane for being willing and able to work this sizable extra project into his already busy schedule.

Just before hurricane season I was able to tap into our Reserve funds to pay for trimming and shaping many of our hardwood trees. This removed much of the deadwood that could have been an issue in a strong wind. We are planning on a general hardwood tree trimming every two years.

Earthworks underwent some management changes early in the year which unfortunately had a negative impact on some of the service they were providing. Lane and I started having monthly meetings with our Earthworks representative to go over issues and concerns. This provides a regular opportunity to discuss items and come to agreement on how they will be resolved. I appreciate input from our residents that help bring problems to light and occasionally offer complements on improvements in Earthworks maintenance efforts.

Respectfully submitted,

David Dicke

Grounds Committee Chairman

2021 Annual Interview Report
8 New Residents

01-B	Harold & Mary Horn	3620 Muirfield Drive
05-C	Zoran Brakus	7475 Carnoustie Drive
06-C	Arthur Velordi	7443 Carnoustie Drive
11-B	Adrian & Andrea Mociran	3625 Gleneagles Drive
11-C	Patricia Boustedt	3617 Gleneagles Drive
12-D	Charles Macy	3641 Gleneagles Drive
14-A	Patricia Fairclough	3697 Gleneagles Drive
21-A	Michel Glower	7312 Killarney Drive

2021 Website Report

This year we improved our website. We made it easier to navigate, easy to read buttons, and added customized event pictures. We can add and delete pictures, information ourselves instead of relying on our webmaster as in the past.

Enhanced Community Information - Vendor referenes Medical Devices, Palmer Ranch Brush Removal, to name a few.

Our website contains the following information:

1. Guests/Realtors
 - a. Governing Documents
 - b. Community Photos
 - c. Application
2. Residents
 - a. Governing Documents
 - b. Directory: Resident Directory by Unit and Alphabetical, Board and Committee Information
 - c. Financial Statements
 - d. Meeting Minutes
 - e. Newsletters
 - f. Events
 - g. Community Information

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

Note: Password will be changed on January 1st to 2022.

Ballantrae Condominium Association Rules and Regulations

December 6, 2021

Working with Pat Paulson to develop a form to document violation resolution. We are working to document the process for unit owners to get written board approval for modifications such as windows which require such approval.

Any resident who has questions regarding Ballantrae rules and regulations can contact me and I will be happy to find the correct answer and respond.

Social and Caring Report

2021 continued to be a lengthy and difficult time for all of us. In spite of this, Ballantrae was able to forge ahead with some events while supporting a safe environment for all. Among them were:

St. Patrick's Day

Movie Night

Spring decorating of our trees

4th of July Celebration and December

Lightning of the Trees

Thank you to all who participated in these fun events.

In Memoriam: Dennis Cadwell who resided on Carnoustie Drive was an Air Force veteran, husband and grandfather. His gentle temperament was a blessing to our community.

May 2022 bring our community much joy, health and happiness.