

Ballantrae Condominium Association

Board of Directors Meeting

DATE: May 18, 2022 **TIME:** 6:30 pm.

LOCATION: Miller Management Offices, 2848 Proctor Road

Board Members Present: David Dicke, Pat Boustedt (calling in), Drew Lowther, Delila Pierce (calling in), Michel Glower. Quorum established.

Attendees: Mike Miller, Manager; 8 Residents

Call to Order: The meeting was called to order by David Dicke at 6:30 p.m.

Approval of Minutes: David Dicke asked if there were any comments regarding the April 2022 minutes. A resident said that they have 22 suggestions as possible additions to the April minutes. David Dicke asked the resident to email the 22 suggestions and said the board would review the proposed revisions to the minutes.

Reports of Officers and Committees

President

David Dicke announced a special meeting will be held in Gulf Gate Library meeting room A on May 27 at 10:30 am as some members of the community have requested a time to discuss questions about the settlement.

Beautiful Ponds had agreed to take core samples and prepare a report on the suitability of using bio-dredging in our lakes and waterways but they have withdrawn. The Board is considering alternative vendors including Solitude Lake Management and Rockhopper who has our current lake maintenance contract. Physical dredging is also being considered.

Vice President

Drew Lowther reported the exterior inspections are almost complete and Grandfathering (or "clean slate") letter will be going out in the next few weeks; unit alterations will be grandfathered as of July 1st. The procedures proposed by the Architectural Review committee will go into effect July 1; please see the Vice President report for the form and procedures.

Sue Frazzini has volunteered to **consider** leading the committee **but has not yet accepted**. Additional volunteers will be recruited. Drew is the board liaison to the committee.

Secretary

We need to remember as we are moving forward, changes can be difficult. Each of us needs to try to be part of the solution and not part of the problem. We need to come together and work together. Everyone in Ballantrae has something of

value to contribute.

Treasurer

Michel Glower reminded everyone that monthly financials are posted on the web. We are still on track for a good 2022, being over in legal and professional fees and under in Landscaping, Tree Trimming, walkways, buildings. Reserve expenditures are on track with two new roofs and repainting of 4 buildings as well as some concrete work. Dreux Isaac will be on-site in June to work with us to prepare the reserve budget for next year.

Buildings

Gordy Shonka is working on building issues including some sidewalks and trellis board in middle units, and replacement of a storm sewer inlet.

Grounds

As Lin Dunn our Grounds Committee chairman is currently traveling, a summary of his report was given by David Dicke and the full report is attached to these minutes.

Rules and Regulations

Ken Rowland and David Grigg are currently both away, but while covering for Ken, David Grigg attended to several complaints which were quietly resolved. If any complaints occur while they are away, please call any of the board members.

A resident reported several infractions which the board will handle.

Unfinished Business

The board approved a contract with RamJack to perform repairs on the sinking driveway on an emergency basis. Michel Glower made a motion to affirm the emergency approval, Drew Lowther seconded. Motion passed 4-0. David Dicke said the cost of the contract was less than \$10,000 and reminded the board that additional expenditures may be needed to repair damage to the ceilings, walls, etc.

New Business

A request was received from Unit 20D for authorization to install new impact windows. Appropriate paperwork was delivered to the board. Drew moved to approve the request and Delila seconded. Passed 4-0.

A request was received from Unit 12D for authorization to install a new front door. Dave Dicke spoke with the general contractor who provided appropriate documentation. Drew moved to approve the request and Delila seconded. Passed 4-0.

Another request was received from Unit 26B for authorization to paint her front door and to install paver flooring inside the exterior shower privacy area. Dave Dicke reported she had provided appropriate documentation for the door. The

shower area is part of the unit and does not require approvals. Drew moved to approve the request for a door and Delila seconded. Passed 4-0.

Drew Lowther reported a new owner purchased a unit in Ballantrae to renovate and re-sell it. They do not intend to live in the unit. He suggested an abbreviated interview might be appropriate, skipping items that have relevance only to residents/owners (like trash day, gate codes, etc.) who live here full or part time. If they change their mind in the future and decide to occupy, a complete interview would be performed at that time.

Next month's regular meeting will be held at Gulf Gate Library Meeting Room A, Wednesday June 15 at 6:30 p.m.

Again, the special meeting will be at Gulf Gate Library, Meeting Room A on May 27 at 10:30 a.m.

Adjournment: Delila Pierce moved to adjourn the meeting, seconded by Drew. No discussion. Motion passed 4-0.

The meeting was adjourned at 7:34 p.m.

Respectfully submitted,
Patricia Boustedt, Secretary

Date: May 18, 2022

May 18, 2022

Vice President Report:

Unit inspections to document alterations for grandfathering is nearly complete. Grandfathering letters will be mailed to unit owners in the next few weeks, with grandfathering to take effect July 1st.

Architectural Review procedures have been reviewed by the board and will be adopted at the June meeting to go into effect July 1st. The new procedures are pretty simple and similar to what you do today but with a new form that helps make the process more consistent. If you want to make an alteration to your unit, you'll download the form from the web site or get a copy from Miller Management. Fill it in and send it along with any other documentation to Miller Management.

What is new is that instead of going directly to the board, the request will go to the Architectural Review Committee who will work with the unit owner to work through the approvals. The committee will make the final recommendation to the board.

The new Architectural Change Form and accompanying procedures will be attached to this report and it all will be posted on our Ballantrae website so that members can read them and become familiar with the process.

Additional documents that will be helpful to anyone considering changes to their unit will be coming soon.

Respectfully submitted,

Drew Lowther

**BALLANTRAE CONDOMINIUM ASSN., INC.
RESIDENT ARCHITECTURAL CHANGE FORM**

Application Date _____

03.19.22

Name of Homeowner _____

Address of Home _____

Contact Phone Number _____

Email Address _____

Signature of Homeowner _____

**WORK MAY NOT BE SCHEDULED OR BEGUN WITHOUT RECEIVING
THE WRITTEN BOARD APPROVAL LETTER.**

DESCRIPTION OF DESIRED CHANGE

LIST of SUPPORTING DOCUMENTS presented with Resident Architectural Change Form

CONTRACTOR INFORMATION

Company Name _____

Contact Name _____

Business Address _____

Phone _____

Email Address _____

Proof of Contractors License and Insurance must be submitted with this request if applicable.

ARC or Building Committee; Recommended

Additional Information Requested
(Initials)

DECISION OF THE BOARD

APPROVED DENIED RE-SUBMIT

President

Signature Date

Secretary

Signature Date

3rd Board Member

Signature Date

Ballantrae Condominium Assoc., Inc.
Resident Architectural Change Procedures

Living in a community with governing documents can be daunting and the Architectural Review Committee (ARC) has created this informational guide to make understanding the rules and filling out the paperwork easier. It's important to remember our governing documents exist to protect property values and the quality of life for all residents of the community. As a member of the community you are expected to be in compliance at all times.

An ARC member is available to help you complete the forms and answer any questions while filling out the forms before they are turned in for Board approval. ARC members have no official capacity to approve or deny any request. Homeowners are responsible to submit the completed form(s) to Miller Management. The Board of Directors has sole responsibility to approve or deny any request.

In order to make EXTERIOR changes to your unit, a ***Resident Architectural Change Form*** must be completed and approved by the Board of Directors at a board meeting before any changes can be made. This form is required to insure that any contemplated changes conform to community standards and comply with Florida Law and Ballantrae Declaration of Condominium, Articles of Incorporation, By-Laws, and Rules and Regulations.

The homeowner shall be solely responsible for complying with all applicable laws, rules, regulations, codes and ordinances and that all required permits will be obtained. The homeowner shall also provide documentation that the contractor is in good standing. Check with www.building.scgov.net for permitting requirements or call 941-861-5000 for help.

Neither Ballantrae Condominium Association, Inc., Miller Management, nor the ARC shall have any liability nor obligation to determine whether the requested changes comply with such laws, rules, regulations, codes and/or ordinances.

No substitutions, changes and/or alterations to the submitted plans are permitted without written approval by the Board of Directors.

How to Submit the Forms:

1. Complete and sign the ***Resident Architectural Change Form***. Information needed to complete the request:

- ___ Contractor Name and Contact Information
- ___ Copies of Contractor License Number and Insurance Information
- ___ Any supporting drawings to include sizes, pictures, color, samples, blueprints
- ___ Any additional information pertinent to the proposed change(s)

2. Attach or include all requested information to facilitate review of the request.

3. Send or deliver **Resident Architectural Change Form(s)** and attachments to Miller Management.
4. The Board of Directors will inform the homeowner of their decision and/or request additional information as needed. Requests should be submitted by the 1st Wednesday of the month for consideration at the next scheduled board meeting.
5. Once the homeowner receives final written approval from the Board of Directors, the requested change activities can begin. No modifications to the final written approval can be made unless re-reviewed and approved by the Board of Directors.
6. To appeal a denial, the homeowner may ask the ARC committee to review the denial and, if necessary, document the reasons for the Board to re-consider the denial.

If you have any questions in completing the form contact any Architectural Review Committee (ARC) member.

Ballantrae Condominium Association, Inc.

Board of Director/ARC/Miller Management ARC Procedures

1. Upon completion of the ***Resident Architectural Change Form***, the form is submitted by the homeowner to Miller Management. Note: Please see ***Resident Procedures for Change Requests*** for instructions and additional details.
 - a. The President or Miller Management will pass the form and information packet to the ARC chair. The ARC chair will:
 - i. Verify inclusion of all necessary information.
 - ii. If necessary, return to homeowner and assist in the completion of the necessary materials.
 - iii. If necessary, perform a site visit.
 - iv. If necessary, convene an ARC committee meeting.
 - v. If necessary, consult with Building Committee chair.
2. ARC returns all documentation with recommendation to BOD president for review and approval.
 - a. If no additional information is required, BOD places owner's request on next board meeting agenda for vote.
3. Following vote, Miller Management composes Approval Letter and obtains BOD signatures before mailing approval letter to homeowner.
4. Originals or copies of all relevant documentation are stored in unit file at Miller Management.
5. Copies of all approvals letters and Agreement to Maintain and Indemnify will be provided to listing agent at time of listing and to potential buyer(s) prior to scheduling the new resident interview.

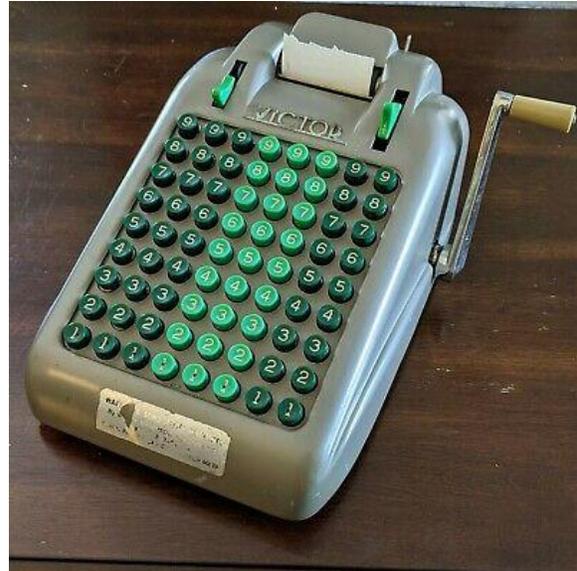
Treasurer's Report

May 18, 2022 Board Meeting

April financials have been uploaded to the web.

Highlights of year-to-date 2022:

- Over budget YTD on legal and accounting due to settlement of the enforcement action, along with the cost of the annual audit which is paid in February: \$775 spent in April
- Under budget on Landscaping
 - Royal Birkdale plants are being refreshed in conjunction with building repainting – expenses will be posted in May-June
 - Tree trimming will occur in May-June
- Under budget on Buildings/Improvements
 - Will be repairing walkways and driveways over the summer
 - Building repairs are on track with budget
- YTD expenses are a total of \$7,446 under budget



Expenditures from Reserves are proceeding as scheduled:

- Completed: 2 Roof replacements and 4 buildings painted
- Coming soon: Concrete work to replace walkways, driveways, and rainwater inlets will proceed as scheduled
- Dreux-Isaac will be on site to inspect the property for the reserve study this year; visit expected in June

Takeaway:

We will continue spending carefully and expect to be within budget for a good 2022.

Respectfully submitted,

Michel Glower
Treasurer

BALLANTRAE
GROUNDS COMMITTEE REPORT

BOARD MEETING 05/18/2022

You may have noticed two guys walking around your villas recently with a pvc pole. Lane graciously constructed a 14-foot pole to measure our palm trees. This was done because we saw that previously the association paid to have 206 palm trees trimmed. Our landscaping contract includes that the lawn care company trim all trees under 14 feet. By measuring our palms, we concluded that the association only has 155 palms over 14 feet and only 91 of those need trimming. With the substantial savings of 30 dollars a tree we are hoping to address some of our other trees that have had deferred maintenance over the years.

I met with three arborists and walked the property with each one of them to obtain their insight. I have asked for proposals from each of these companies: Dave's Integrity Tree Service, Troyer's Tree Service and Brightview Tree Care Service. As of today, I have received two of the three reports requested and have submitted them to the board for review. Please keep in mind that the lowest proposal may not necessarily be the best. The insight I gained by walking the property with these arborists will hopefully be taken into consideration.

I did discover that our beautiful Orchid trees at the end of Carnoustie and beside the shell path are diseased with trunk rot and need our immediate attention. Our Eureka Palms have a wood destroying fungus called Ganoderma, that could destroy all of our palms that grow in clusters. I am hoping that the association will give approval to address these issues with the money we are saving on trimming the palms.

In the past few weeks Jacquie and I have met with several homeowners to discuss their wants and needs. The main concerns from each meeting were trimming the hedges and trees around our villas and the edging of the beds. Brightview has been very responsive to our requests and even had their crew come back the next day to edge our beds properly once we brought it to their attention. Our next trim date for trees and hedges is May 30th. We are requesting that Brightview allows us to guide the trimmers on that date.

The power washing and painting of the villas on Royal Birkdale has been completed. Lane has removed the shrubs and vegetation that is to be replaced. I met with the owner of 17D to get an idea of the landscaping ideas that were presented when Chris and Julie were evaluating each homeowners needs. This unit alone is asking for a multi-stem pygmy date, a double bloom hibiscus and new border shrubs such as pitch apple or oakleaf hydrangeas. The replacement costs for these few plants will cost much more than the \$62.50 per unit budgeted by the previous board. We ask for your patience while addressing this issue, in hopes of relandscaping each unit, making each homeowner proud of what we have accomplished.

After many years we finally have a new spigot, hose and spray nozzle for the flower bed at the entrance sign. This will assist us in keeping the entry bed watered and the plantings beautiful. A special "Thank You" to Jacquie for watering the Zinnias while I'm away.

Our next project after the trimming should be addressing the entry way on both sides of the guard shack before and after the gate. Lane has informed me that this is 10 different zones that have to be turned on manually. This could be one of the many reasons that all of plantings are in such terrible condition. First impressions are very important to keep our property values up and my goal is to bring our entry back to the glorious property it once was.

Pat Paulson and Jacquie submitted the first photo of Pat's hedges that need trimming at 19D to load into our portal for Brightview. If you have a landscaping concern for our maintenance crew, please take a photo and email it to me at LinDunn@verizon.net. I will load it into the portal for the landscaping crews next visit. This is a new program for us, so we ask for your patience while we work out any kinks.

We hope that everyone is noticing that our lawns and hedges are looking the best they have in years and that you continue to see great progress.

Your landscaping committee,

Lin and Jacquie

Brightview Deliverable Schedules for Ballantrae at Sarasota

(Numbers indicate how many times each month the service is scheduled)

| BASE TASKS | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL UNITS |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------|
| Mow, line trim, blow | 2 | 2 | 3 | 4 | 4 | 5 | 4 | 5 | 5 | 3 | 3 | 2 | 42 |
| Hard edge | 2 | 2 | 3 | 4 | 4 | 5 | 4 | 5 | 5 | 3 | 2 | 3 | 42 |
| Bed edge | 1 | 1 | 2 | 2 | 3 | 2 | 2 | 3 | 2 | 1 | 1 | 1 | 21 |
| Trash pickup | 2 | 2 | 3 | 4 | 4 | 5 | 4 | 5 | 5 | 3 | 3 | 2 | 42 |
| Fert. Turf | | 1 | | | 1 | | | | | | 1 | | 3 |
| Fert. Shrubs | | | | | 1 | | | | | | 1 | | 2 |
| Fert Palms | | | | | 1 | | | | | | 1 | | 2 |
| Fert. Trees | | | | | 1 | | | | | | 1 | | 2 |
| Insecticide on turf and ornamentals are performed on an as needed basis | | | | | | | | | | | | | |
| Weed control beds | | | | | | | | | | | | | |
| Detail (Bush/Shrub(Pruning | | 1 | | 1 | 1 | | 1 | 1 | | 1 | 1 | 1 | 8 |
| Palm & Tree Pruning (<15ft) | | 1 | | 1 | 1 | | 1 | 1 | | 1 | 1 | 1 | 8 |

Ballantrae Detail Schedule

Detail requires more than one day to complete.

Circled dates indicate trimming is scheduled during this week. Weather may affect this schedule.

2022

| January | | | | | | | February | | | | | | | March | | | | | | | April | | | | | | | |
|-----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|---|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 27 | 28 | 29 | 30 | 31 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | |
| 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| May | | | | | | | June | | | | | | | July | | | | | | | August | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| | | | | | | | | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 | | | 1 | 2 | 3 | 4 | 5 | 6 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 29 | 30 | 31 | 26 | 27 | 28 | 29 | 30 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | 31 | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| September | | | | | | | October | | | | | | | November | | | | | | | December | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| | | | | 1 | 2 | 3 | | | 3 | 4 | 5 | 6 | 7 | 8 | | | 1 | 2 | 3 | 4 | 5 | | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 25 | 26 | 27 | 28 | 29 | 30 | 30 | 31 | 27 | 28 | 29 | 30 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | |

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