

Ballantrae Condominium Association
Board of Directors Meeting Notice

DATE AND TIME: November 13th, 2024 at 4:00PM

LOCATION: St. Andrew's UCC Stewart Hall 6908 Beneva Rd. Sarasota

1. Call to Order, Confirmation of Notice, Roll, and Confirmation of a Quorum
2. Approval of Meeting Minutes
 - a. 9-16-2024
3. Officer Reports
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. At Large
4. Committee Reports
 - a. Social
 - b. Rules and Regulations
 - c. Welcome Committee
 - d. Grounds
 - e. Building
 - f. Newsletter
 - g. ARC
5. Old Business
 - a. Hurricane Cleanup
 - i. Roof repair
 - ii. Soffits
 - b. Seawall Construction
 - c. Ponds and waterway maintenance
 - i. Discussion and approval of contract proposal possible

6. New Business

- a. 2025 Budget proposal review and approval

7. Adjournment

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1. Call to Order, Confirmation of Notice, Roll, and Confirmation of a Quorum – Ben Elliott called the meeting to order at 4:00 PM on November 13th at the listed location. He confirmed notice, called roll, and confirmed a quorum. Ben Elliott, Drew Lowther, Ken Rowland, Gordy Shonka, and Dennis Dryjanski were all present at the meeting.
2. Approval of Meeting Minutes
 - a. 9-16-2024 – Ben Elliott made a motion to waive the reading and approve the meeting minutes taken from the 9-16-2024 meeting. Dennis Dryjanski seconded the motion. Motion carried unanimously 5-0.
3. Officer Reports
 - a. President – Ben thanked the community for their patience and resilience in overcoming three named storms in 2024. He thanked all the community members who stepped up to help ensure people's safety during and after the storms and also who helped organize the great clean-up effort. Ben also mentioned a need for volunteers within the community at whatever capacity. He noted that no one ran in the 2024 Board of Directors meeting and would continue to implore people to get involved and contribute to Ballantrae.

He also noted that we have all listened to the community, and are adjusting next year's budget accordingly with more funds allocated towards allowances and beautification of the community.
 - b. Vice President – No report
 - c. Treasurer – Report attached
 - d. Secretary – No report
 - e. At Large – No report
4. Committee Reports
 - a. Social – Please thank Sonia for her wonderful community service over the last several years. She is resigning from her positions of care chair and social chair.
 - b. Rules and Regulations – Drew reminded people to keep their entryways clean and to keep their garage doors closed at all times unless entering or exiting the unit.
 - c. Welcome Committee – No report.
 - d. Grounds – Report attached.

- e. Building - We will be replacing 5 driveways on Murifield drive starting on December 2, 2024 and reaching out to each owner for what to expect. Ken and Ingrid Rowland deserve a round of applause for putting on all of the mailbox labels and a phenolic label affixed to the top of the mailboxes that displays the street name. A question of who is responsible for the Chimney caps arose. The Chimney Caps are the unit owner's responsibility.
 - f. Newsletter - No report. Looking for a motivated volunteer to fill the position.
 - g. ARC – ARC forms for hurricane shutters were approved.
5. Old Business
- a. Hurricane Cleanup – Ken Rowland made a motion to approve the borrowing from reserves not to exceed \$70,000. Ben Elliott seconded the motion. Motion carried 5-0.
 - i. Roof repair – Ben Elliott made a motion to approve the roof and soffit repairs for 10,000 to Longboat Key Roofing. Dennis Dryjanski seconded the motion. Motion passed unanimously 5-0.
 - ii. Soffits – See above.
 - b. Seawall Construction - Seawall Construction was complete. The board is getting info to potentially riprap the whole seawall. To be discussed later.
 - c. Ponds and waterway maintenance
 - i. Discussion and approval of contract proposal possible. Ken Rowland presented a proposal for the amount as shown in the attached. Ken Rowland made a motion to approve the proposal as noted in the attached. Dennis Dryjanski seconded the motion to approve the proposal. Motion carried 5-0.
6. New Business
- a. 2025 Budget proposal review and approval. This was tabled for the member's meeting in December.
7. Adjournment – Drew Lowther made a motion to adjourn the meeting. Dennis Dryjanski seconded the motion. Motion carried 5-0. Meeting adjourned at

Treasurer's Report November 13, 2024

As we get closer to the end of 2024, we get a clearer picture of how our fund balances will look and where we should make adjustments for the upcoming budget year. As of October 31, the operating budget is on track in the general/administrative portion, helped by an excess of about \$3,000 in legal and accounting. As for landscaping, we are about \$5700 over currently due to hurricane cleanup and that figure will grow once the final bills are factored in. The association borrowed from reserve funds to make those payments and we will need to make arrangements to pay that money back into the fund. The total to be paid back by year's end will amount to approximately \$60,000 in one way or another.

Our reserve funds are healthy and bolstered by an excess due to the sea wall replacement project being less costly than expected. While the work done thus far only addressed the collapsed section, the total project will be a significant savings if done in the same manner. Unfortunately, we have been advised that we can't use the excess to cover the hurricane cleanup.

In this meeting the board will be voting to approve a proposed budget for 2025. I worked with Ben and considered which areas of our budget that seemed underfunded based on our needs in grounds and maintenance. Many residents have expressed the desire to improve our look and landscaping. The proposed budget reflects that need being addressed.

Respectfully,

Ken Rowland

Treasurer

Grounds Report November 13, 2024

Our grounds and landscaping have been through a lot these past few months, with three tropical storms including one category 3 eye wall passing directly over our community. It is fortunate and amazing to me that our buildings mostly came through unscathed. The trees and irrigation system were not as lucky. We lost 8 trees including 2 large ones. In addition, we lost 6 palm trees. Many other trees lost large limbs. As you can see, the debris removal project is complete. The contractor, APM tree services, did an excellent job in my opinion and many residents have expressed the same. They trimmed out limbs that had been hanging since being damaged by other storms and stood up and supported one palm. Of course there is always more trimming that can be done but that would be considered maintenance instead of storm damage work. The pump system which was just replaced on Gleneagles Dr. sustained damage and Lane has been working on it while also attending to other damage such as helping replace soffits (when they can be found). The enclosure for that pump station was badly damaged and we will be considering how to rebuild it in a sturdier and more aesthetically pleasing manner. Thanks to neighboring residents for some great ideas. We will be acting on those plans in the near future. Lane and I did a walk through with Keith Drum of West Coast Lakes and Wetland Management. I was impressed with his knowledge but more importantly so was Lane. We are awaiting a proposal. Our plans to do palm trimming and sod replacement were overtaken by events but will be taken up in the coming months. Now that painting of buildings 23 through 27 is done, we will be refreshing plantings around those buildings as well as others that were missed in the last go around. There's always plenty to do! I want to thank all those who have helped with suggestions and observations especially committee members Fran Clymore and Lin Dunn. There's no way I can see everything going on and it's a great help when people let me know what they notice.

Respectfully,

Ken Rowland



AGREEMENT FOR PROFESSIONAL SERVICES

Prepared For: Ballantrae H.O.A
3663 Muirfield Drive
Sarasota FL 34238

Date: November 12, 2024

Project Name: Ballantrae H.O.A

PROPOSAL OF SERVICES

1.0 Lake Management Services

West Coast Lake & Wetland Management LLC will conduct monthly inspections and perform necessary lake management services at the (3) stormwater retention ponds and (1) Canal on the Ballantrae H.O.A site for the stated period of one year. Our services will provide a clean, neat, and professionally managed appearance for all aquatic areas, balancing aesthetics with natural habitat issues. This will be accomplished using selective applications of herbicides specifically designed and labeled for aquatic use. All herbicide applications will be conducted by a state-certified aquatic herbicide applicator. We will specifically control nuisance and exotic underwater vegetation. Undesirable emergent vegetation will be selectively treated with herbicide as needed to encourage recruitment of desirable species (in areas where it is desired) and to maintain visual continuity with upland mowed areas along the common area. Algae control will be provided monthly, as necessary. West Coast Lake & Wetland Management LLC will provide a prompt response to any complaint or problem encountered with the lakes on the site. We will make every reasonable effort to correct the situation in a timely manner.

2.0 Additional Services

Additional services requested by the client will be billed as a separate scope of services, only with prior authorization of the client. Additional services may include water chemistry testing, bacterial testing, manual removal of undesirable material, triploid grass carp permit acquisition and stocking, construction and installation of grass carp barriers, midge and mosquito control, installation of fountains and aerators, dead fish removal in the event of a fish kill, or other services not included in this proposal.

3.0 Assumption of this Proposal

- 3.1 The Client will authorize West Coast Lake & Wetland Management LLC to enter upon public and private property to perform services under this agreement.
- 3.2 West Coast Lake & Wetland Management LLC will be provided with all relevant plans, drawings, as-built certifications, and permits as requested.
- 3.3 This proposal does not include permit modifications or actions necessary for resolution of compliance issues, including negotiations with regulatory agencies or necessary actions.
- 3.4 Access to all lakes will be provided to treat the shoreline utilizing an ATV, and to the lake proper to treat the open water areas with a boat when necessary.
- 3.5 Cutting and / or removal of plant material is not included in this proposal. Should any removal be desired by the client or regulatory agency, this will be provided and billed as an additional service.

5.0 Cost

Compensation for services rendered under this agreement will be paid in full each month based on the following schedule of services:

Lake Management	Monthly \$350.00
Initial Herbicide Application.....	\$800.00

Invoices will be submitted monthly and are due and payable upon receipt. Invoices not paid in full after 30 days of invoice date are subject to a 5% late fee. Additional services will be provided, subject to additional compensation, only as authorized by the client. All rates and fees are subject to renegotiation after a one-month period from the date of this Agreement if it has not been accepted.

The services listed above will be provided without interruption based upon automatic renewals on a yearly basis, or until it is cancelled in writing by the client, or West Coast Lake & Wetland Management LLC This agreement is subject to termination by either party upon thirty (30) days written notice. In the event of a termination, West Coast Lake & Wetland Management LLC will be paid for services rendered through the termination of services (30 days from the receipt of the notice of termination).

This proposal for services is respectfully submitted as a contract for - Agreement for Professional Services. If accepted, please sign below and return to:

West Coast Lake & Wetland Management LLC
1450 Strada D Oro
Venice Fl. 34292

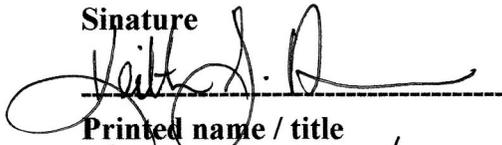
Ballantrae H.O.A Lake Management Contract 2024

Offered by:

Accepted by:

Signature

Signature



Printed name / title

Printed name / title

Keith Drum / President



