



Piney-Z Plantation Homeowners Association, Inc.
P.O. Box 12236
Tallahassee, FL 32317-2236

MEETING MINUTES

Meeting Date: March 21, 2017

Meeting Location: Piney-Z Lodge, 950 Piney Z Plantation Rd, Tallahassee, FL 32311

Board Members Present:

Kelly Wenum, President
Frank Cicione, Vice President
Richard Campbell, Secretary
Nico Lauw, Treasurer
Chris Duffee, Committee Liaison

Call to Order

The meeting was called to order at 6:04 p.m. by President Kelly Wenum with a quorum of board members present.

TPD Presentation

- TPD Officer Eric Hansen provided a community briefing.
 - Addressed Piney-Z crime reports.
 - 3 Total at night (1 auto theft, 1 auto burglary, and 1 petit theft)
 - Addressed "Rainbow People" in Tallahassee area selling various items. All solicitors must have City of Tallahassee Peddler License. Piney-Z is a "No Solicitation" neighborhood.
 - Excellent crime watch committee meeting turnout.

Approval of Minutes

- Minutes from February 21, 2017 HOA Board of Directors meeting were reviewed. A Motion to Approve was made by Richard Campbell to accept the Minutes as written, seconded by Chris Duffee, and unanimously carried.
- Minutes from March 08, 2017 HOA Board of Directors special meeting were reviewed. A Motion to Approve was made by Richard Campbell to accept the Minutes as written, seconded by Chris Duffee, and unanimously carried.

Financial Report

- Financial Report presented by Board Treasurer Nico Lauw for the period ending February 31, 2017.
 - Full monthly financial report (statement) made available for review and questions.

- Reported that 36 Homeowner assessment accounts are still delinquent totaling approximately \$14,763.72.
- Discussed the need to forward delinquent accounts to attorney for collections.
- Motion to Accept the Financial Report was made by Richard Campbell and seconded by Frank Cicione. The motion carried unanimously.
- Motion to Approve the forwarding of 36 delinquent homeowner accounts to the HOA attorney for attempted collections was made by Richard Campbell. Chris Duffee seconded the motion. The board voted unanimously to approve.

Committees

- **Architectural Control Committee.**
 - Chair, Chris Shoemaker provided a copy of the the ACC Report of Activity dated March 21, 2017 to the board. One (1) ACC request was approved and no requests were disapproved or pending approval.
 - ACC presented issue concerning a self-constructed fence drawing complaints from neighbors. Issue to be further researched.
- **Standards Committee:** Chair, Ola Joyce.
 - Chairperson, Ola Joyce, reported 27 violation notices were issued over the last month.
- **Landscape Committee:** Chair, Chris Duffee
 - Riding grounds with John Hurst to determine needs of community.
- **Hearings Committee:** Chair, Glenna Gordon
 - Hearing Committee Meeting held on 03/27/17
 - 5 Violations presented all for trash bins in public view.
 - All violations/fines upheld. Forwarded to attorney.
- **Social Committee:** Co-Chairs, Rebecca Arroyo & Caprese Johnson
 - **Motion to Confirm** Rebecca Arroyo and Caprese Johnson as Co-Chairs of the Social Committee made by Frank Cicione. Motion seconded by Chris Duffee. Motion unanimously approved.
- **Welcome Committee:** Chair, Tricia Yates.
 - No Report.
- **Crime Watch Committee:** Chair, Eric Arroyo
 - Crime Watch Committee meeting held February 27, 2017 at the Arroyo home.
 - Meetings will be held quarterly.
 - TPD Officer Eric Hansen attended meeting and provided information.
- **Newsletter Editor:** Linda Guyas
 - No Report

Old Business Items

- **Property Management Company**
 - The Board discussed two Property Management company proposals (Total Professional Association Management—TPAM and Kirby Management Group.
 - Based on TPAM's presentation at the March 8, 2017 Special Board meeting and follow up Board discussion, Richard Campbell made a Motion to Approve the hiring of TPAM (Andrew Elekes) as the Property Management Company for Piney-Z at a \$850 monthly rate to include bookkeeping, website and other services. The Motion was seconded by Chris Duffee and unanimously carried.
- **Bookkeeping Rate**
 - Monthly pay rate of \$650 for Month of March 2017 needs Board approval.

- Frank Cicione made a *Motion to Approve* a \$650 payment for the month of March 2017 to Small Business Concerns (Bookkeeping). Motion seconded by Richard Campbell and unanimously carried.

New Business Items

➤ **John Hurst Contract**

- Request to extend Landscaping contract until 03/30/2018.
- Richard Campbell made a *Motion to Table* this matter pending additional information. Motion seconded by Frank Cicione and unanimously approved by the Board.

➤ **John Hurst Estimate**

- An estimate from John Hurst was presented to board in the amount of \$1925.00 for work to be performed.
- A *Motion to Table* was made by Frank Cicione due to an incorrect estimate. The motion was seconded by Richard Campbell and unanimously approved by the Board.

➤ **Board Member Resignation**

- Nico Lauw, Treasurer, resigned from Board of Directors effective end of this meeting.
- Board vacancy now exists.

Open Forum

- No Items

Meeting Adjourned

There being no further business, Richard Campbell made a motion to adjourn. The motion was seconded by Frank Cicione and was approved unanimously at 7:42 p.m.

Piney-Z Plantation Homeowners Association, Inc.
PO Box 12412
Tallahassee, FL 32317

Meeting Date: April 18, 2017 at 6:00 pm.

Location: Piney-Z Lodge, 950 Piney Z Plantation Road, Tallahassee, Florida 32311

Board Meeting

The meeting was called to order at 6:03 pm by President Kelly Wenum.

Board Members Present:

Kelly Wenum, President
Frank Cicione, Vice President
Richard Campbell, Secretary
Chris Duffee, Committee Liaison

Meeting Minutes from the March 21, 2017 meeting were presented for approval. A motion was made by Richard Campbell to approve the meeting minutes with a date correction to the financial report. Chris Duffee seconded the motion. Motion passed unanimously.

Kelly Wenum presented the financial report to the board. Frank Cicione made a motion to approve the financial report as presented. Richard Campbell seconded the motion. Motion passed unanimously.

Old Business:

Kelly Wenum reported a payment of \$650.00 for the April Bill for the bookkeeper needed approval. Richard Campbell made a motion to approve the payment. Frank Cicione seconded the motion. Motion passed unanimously.

The John Hurst Contract Extension was discussed at length. John Hurst is under the impression that he is not being paid the correct amount with the payment system now in place. Suggestion was made that he be paid on a monthly basis according to the amount of work done that particular month. Richard Campbell made a motion that the monthly payment be made but with no extension of the contract at this time. Frank Cicione seconded the motion. Motion passed unanimously.

Chris Hurst discussed a bill from John Hurst for 5 trees, etc at a cost of \$1,630.00. Richard Campbell made a motion to approve that payment. Frank Cicione seconded the motion. Motion passed unanimously.

Kelly Wenum, President discussed Kathy Perry, whom submitted a resume', for the vacant position of Treasurer. Chris Duffee made a motion to appoint Kathy Perry to the board to fill the vacant position and serve out the term until July 2018. Richard Campbell seconded the motion. Motion passed unanimously.

New Business:

Discussion on fine being invoked after the Hearing Committee Meetings if the fines had not been paid or appealed. That fine would be in the amount of \$100.00 per day until paid. Richard Campbell made a motion to approve this fine. Chris Duffee seconded the motion. Motion passed unanimously.

Kelly Wenum, President presented the quote from Target Print and Mail for HOA Volunteer Mailers in reference to the upcoming HOA Board Election. Richard Campbell made a motion to pay the total amount of the quote, being \$486.95 to get things going ASAP. Chris Duffee seconded the motion. Motion passed unanimously.

Chris Duffee offered to chair the Annual Meeting on July 18, 2017 at 7:00pm. Eric Arroyo offered to assist him.

Adjourn:

There being no further business, Kelly Wenum asked for a motion to adjourn. Richard Campbell made a motion to adjourn at 7:40pm. Chris Duffee seconded the motion. Motion passed unanimously.

Meeting Date: May 16, 2017 at 6:00 pm.
Location: Piney-Z Lodge, 950 Piney Z Plantation Road, Tallahassee, Florida 32311

Board Meeting

The meeting was called to order at 6:06 pm by President Kelly Wenum.

Board Members Present:

Kelly Wenum, President
Frank Cicione, Vice President
Richard Campbell, Secretary
Kathy Perry, Treasure

Unknown Person stood in for board member to deliver report. Crime or police reporting to Piney-Z. Kelly Wenum stated not due to increase in crime but just from persons reporting for help.

Meeting Minutes from the April 18, 2017 meeting were presented for approval. A motion was made by Frank Cicione to approve the meeting minutes with a date correction to the financial report. Richard Campbell seconded the motion. Motion passed unanimously.

Kelly Wenum stated during the transition to the management company she would provide the financial report this month. Kelly Wenum presented the financial report to the board. Kelly Wenum stated they would be moving the accounts to Capital City Bank for online access and Management company uses Capital City Bank. Richard Campbell made a motion to approve the financial report as presented. Frank Cicione seconded the motion. Motion passed unanimously.

ACC Committee

Kelly Wenum gave report for ACC Requests. 3 requests were received and approved for exterior changes. Reminded all present to submit request for exterior changes or updates to ACC.

Standards Committee

Ola Joyce gave report of all violation letters that have been sent out. Total sent was 39 letters for violations.

Social Committee

Rebecca Arroyo gave update on next community event; face painting 2 workers can complete 20 persons per hour for a cost of \$488.00 from 1pm to 4pm. Rebecca Arroyo discussed the costs of having Sonny's cater the event or picking up and providing from Sonny's.

Hearing Committee

Change of Chair in July as Glen Gordon is moving.

Landscape Committee

No Report Given.

Welcome Committee

No Report Given.

Newsletter

Newsletter is in progress.

Old Business

Kelly Wenum reported a payment of \$650.00 for the April Bill for the bookkeeper needed approval. Richard Campbell made a motion to approve the payment. Frank Cicione seconded the motion. Motion passed unanimously.

The John Hurst Contract discussed at length. Richard Campbell made a motion to give John Hurst the 18 month contract until October 2018. Kathy Perry seconded the motion. Motion passed unanimously.

New Business:

No new business discussed.

Adjourn

There being no further business, Kelly Wenum asked for a motion to adjourn. Richard Campbell made a motion to adjourn at 7:42 pm. Frank Cicione seconded the motion. Motion passed unanimously.



Piney-Z Plantation Homeowners Association, Inc.
PO Box 12412
Tallahassee, FL 32317

Meeting Date: July 7, 2017 at 6:00 pm.
Location: Piney-Z Lodge, 950 Piney Z Plantation Road, Tallahassee, Florida 32311

Board Meeting

The meeting was called to order at 6:07 pm by President Kelly Wenum.

Board Members Present:

Kelly Wenum, President
Frank Cicione, Vice President
Richard Campbell, Secretary
Kathy Perry, Treasurer
Chris Duffee, Committee Liaison

Welcome/Review of Meeting Rules

Kelly Wenum reviewed the rules for the meeting, the election and if any owners had questions; that time would be left at the end of each agenda item.

Minutes

Meeting Minutes from the June 20, 2017 meeting were presented for approval. A motion was made by Chris Duffee to approve the meeting minutes. Frank Cicione seconded the motion. Motion passed unanimously.

Financial Report and 2017/2018 Budget

Kathy Perry made the financial report. Richard Campbell made a motion to approve the financial report as presented. Chris Duffee seconded the motion. Motion passed unanimously.

Andrew Elekes, CPA, with the Management company presented the budget for the 2017-2018 fiscal year. Questions were raised about keeping additional detail on the budget and certain items. Andrew said deeper levels of detail by event would be tracked for accounting purposes. Richard Campbell made a motion to approve the budget which keeps the dues at the current level. Chris Duffee seconded the motion. Motion passed unanimously.

Collections, Justin Givens the attorney with the Anderson Givens law firm gave an update on the collections. Highlighting that some of the larger balances the board should file a foreclosure action to protect the Association's interest. A motion was made by Chris Duffee to move forward with the recommendation of foreclosure on owners over \$1,000 owed. Frank Cicione seconded the motion. Motion passed unanimously.



Piney-Z Plantation Homeowners Association, Inc.

PO Box 12412

Tallahassee, FL 32317

Board of Directors Election

Terri Goodwin was the sole nomination from the floor. Ballots were collected and counted; the results were Frank Cicione and Kelly Wenum were re-elected to the board of directors for the 2017-2019 term.

Meeting Adjournment

Richard Campbell made a motion to adjourn the meeting at 8:32, Chris Duffee seconded the motion. Motion passed unanimously.



Piney-Z Plantation Homeowners Association, Inc.
PO Box 12412
Tallahassee, FL 32317

Meeting Date: July 18, 2017 at 7:00 pm.
Location: Piney-Z Lodge, 950 Piney Z Plantation Road, Tallahassee, Florida 32311

Board Meeting

The meeting was called to order at 6:07 pm by President Kelly Wenum.

Board Members Present:

Kelly Wenum, President
Frank Cicione, Vice President
Richard Campbell, Secretary
Kathy Perry, Treasurer
Chris Duffee, Committee Liaison

Crime Watch and Community Policing

Officer Hansen gave report on Crime Watch. Spoke about National Night out for Crime watch committees.

Minutes

Meeting Minutes from the April 18, 2017 meeting were presented for approval. A motion was made by Chris Duffee to approve the meeting minutes with a correction to the title of board member Kathy Perry from Director to Treasurer. Frank Cicione seconded the motion. Motion passed unanimously.

Financial Report

Kathy Perry made the financial report. Frank Cicione made a motion to approve the financial report as presented. Chris Duffee seconded the motion. Motion passed unanimously.

ACC Committee

Chris Shoemaker, ACC Chairperson delivered the ACC report. 3 requests were received, reviewed and approved. 2 for painting and 1 for a fence.

Standards Committee

Not given



Piney-Z Plantation Homeowners Association, Inc.

PO Box 12412

Tallahassee, FL 32317

Social Committee

Rebecca Arroyo gave update on next community event; to be held on July 8th from 1-4pm. Rebecca Arroyo inquired about getting new signs made to place in the community as a reminder of events coming up. Andrew Elekes, TPAM mentioned a vendor that does great work and would be able to assist in getting those signs. Rebecca Arroyo will be sent contact information for her to meet with vendor to discuss new signs. Rebecca Arroyo also inquired into how will the social committee pay for items. Andrew Elekes stated we could get them a card and the Treasurer and President would have control over the card for funds. Receipts would be submitted for tracking and billing to TPAM.

Hearing Committee

Hearing Committee suspended month of June as they appoint new chairperson to handle hearings and the standards committee implements new procedures for reporting violations.

Landscape Committee

No Report Given.

Welcome Committee

No Report Given.

Newsletter

Newsletter was published.

Old Business

TPAM made introductions to community. Explained some changes to the notice process are necessary as TPAM is not aware of what and who is being violated. TPAM also needs clarification for violation letters. TPAM will offer future training and have all violations from Standards committee entered via electronic format. Then, TPAM will print and mail letters out for 1st notice and 2nd notice from their office for continuity.

John Hurst Contract has been approved and signed. Waiting on John Hurst to sign and return contract.



Piney-Z Plantation Homeowners Association, Inc.
PO Box 12412
Tallahassee, FL 32317

TPAM will have ant beds around Fieldcrest mailboxes treated.

New Business:

Chris Duffee volunteered to clean the storage shed (at CDD request) and organize all old christmas decorations. He will also make list of what needs to be replaced for this coming holiday season.

Adjourn

There being no further business, Kelly Wenum asked for a motion to adjourn. Frank Cicione made a motion to adjourn at 7:45 pm. Richard Campbell seconded the motion. Motion passed unanimously.



Piney-Z Plantation Homeowners Association, Inc.
PO Box 12412
Tallahassee, FL 32317

Meeting Date: August 15, 2017 at 6:00 pm.
Location: Piney-Z Lodge, 950 Piney Z Plantation Road, Tallahassee, Florida 32311

Board Meeting

The meeting was called to order at 6:04 pm by President Kelly Wenum.

Board Members Present:

Kelly Wenum, President
Frank Cicione, Vice President
Richard Campbell, Secretary
Treasurer - Vacant
Chris Duffee, Committee Liaison

Minutes

Meeting Minutes from the July 18, 2017 meeting were presented for approval. A motion was made by Chris Duffee to approve the meeting minutes. Frank Cicione seconded the motion. Motion passed unanimously.

Financial Report

In lieu of the Treasurer, Andrew Elekes gave the financial report highlighting low collections. A motion was made by Chris Duffee to accept the report. Frank Cicione seconded the motion. Motion passed unanimously.

Discussion of Resignation of Prior Treasurer

The Treasurer resignation was discussed. The largest concern was the handling of excess food from the community BBQ. The food was donated to the Kearney Center. No motions were made.

Appointment of Treasurer

With the Treasurer seat being vacant the board asked Terry Goodwin if she would be willing to serve as the Treasurer. Richard Campbell motioned to appoint Terry to the board, Frank seconded the motion. Motion passed unanimously.



Piney-Z Plantation Homeowners Association, Inc.

PO Box 12412

Tallahassee, FL 32317

Discussion of Mailboxes and Other Restrictive Covenants Items

The board and those in attendance discussed several different covenant violation items and how the process would be handled in the future. Management informed that the new Piney-Z website is up and running and there is a password protected area for the committee members to start using the form for reporting covenant violates. No motions made during this portion.

Meeting Adjournment

Richard Campbell made a motion to adjourn the meeting at 7:16, Chris Duffee seconded the motion. Motion passed unanimously.



Piney-Z Plantation Homeowners Association, Inc.
PO Box 12412
Tallahassee, FL 32317

Meeting Date: September 19, 2017 at 6:00 pm.
Location: Piney-Z Lodge, 950 Piney Z Plantation Road, Tallahassee, Florida 32311

Board Meeting

The meeting was called to order at 6:00 pm by President Kelly Wenum.

Board Members Present:

Kelly Wenum, President
Frank Cicione, Vice President
Richard Campbell, Secretary/Treasure
Chris Duffee, Committee Liaison

TPD/Officer Hansen/ Community Policing Report

No report given as Officer Hansen was not able to attend.

Minutes

Meeting Minutes from the August 15, 2017 meeting were presented for approval. A motion was made by Richard Campbell to approve the meeting minutes. Frank Cicione seconded the motion. Motion passed unanimously.

Financial Report

In lieu of the Treasurer, Becky Duval gave the financial. Board inquired about a breakdown of how much was spent at each event under Bar-b-que. They have more than one a year and would like to know how much was spent at each. A motion was made by Richard Campbell to accept the report. Chris Duffee seconded the motion. Motion passed unanimously.

Committee Reports

Architectural Control Committee

No report given as no was present from this committee

Standards Committee - Ola Joyce (Chair)

51 violation letters were mailed out last month under the new violation letter process.



Piney-Z Plantation Homeowners Association, Inc.
PO Box 12412
Tallahassee, FL 32317

Hearing Committee - Kyle Kilga (Chair)

Hearing Committee will resume after meeting with Becky Duval with Management. Becky Duval needs the contact information to reach out to Kyle Kilga to schedule this meeting.

Social Committee - Rebecca Arroyo & Caprese Johnson (co-chairs)

Social events are going well. Committee would like to get new signs made to display around association to announce and remind residents of events. Board needs mockup designs to consider with prices. Rebecca Arroyo stated Santa needs a check for his service. He does not accept credit cards.

Welcome Committee - Tricia Yates (Chair)

No report given

Landscape Committee - Chris Duffee (Chair)

Roundabout on Planters Ridge has weeds, have John Hurst clean round about of weeds

Crime Watch Committee - Eric Arroyo (Chair)

Updated all in attendance of calls that have come in for Piney-Z Plantation Homeowners Association. Not to many for crime a couple of disputes.

Newsletter Editor - Linda Guyas

Not present - board discussed having a smaller newsletter sent out from TPAM to all residents in hopes more people read them regarding announcements of events and reminders.

Old Business

Board Member

Terri Goodwin - Resigned

Board has open position for Treasure. At this time the board appoints Richard Campbell to hold position of Treasure until a new Treasure is elected.



Piney-Z Plantation Homeowners Association, Inc.
PO Box 12412
Tallahassee, FL 32317

Approval of New Signage for Community HOA Events (Tabled from August Meeting)

Board inquired about status of signs in storage. Trying to figure out which ones belong to homeowners association and which ones belong to CDD. Homeowners association as some frames but no signs and some signs without good frames. Board is considering new signage after reviewing mockups from Precision Sign and costs for new signs. Frank Cicione is going to follow up with the CDD on the signs.

New Business

Plot Undeeded Land (Tabled from August Meeting)

CDD member inquired to board where status was on the undeeded land plot. She stated Chris Lyon's Attorney for CDD has inquired from Piney-Z Plantation Homeowners Association Attorney status. Board informed they will contact Justin Givins, Attorney to check status of undeeded land plot.

Board policy on committee budgets and purchases

Discussion by board. No motions on how to proceed.

Open Forum

Art Kirby made a couple of comments.

Board discussion about posting a speed limit sign on Piney-Z Plantation Road. Board also discussed having trespassing signs posted on Piney-Z Plantation Road for individuals riding in the woods on dirt bikes and ATV's

Meeting Adjournment

Frank Cicione made a motion to adjourn the meeting at 7:20, Chris Duffee seconded the motion. Motion passed unanimously.