



Pine Tree Trail, Jupiter, Florida

Approved Date: _____, 2005

Subject: [Minutes of Board of Directors, April 28, 2005](#)

Directors present: Colleen, Scalzo, Charles Godfrey, Peter René and Richard Thomas. Lisa Coffey was absent. Carolynne Casale was present representing Bristol Management Services.

A quorum of directors being present, President Colleen Scalzo called the meeting to order at 7:02 p.m. at the Bristol Management Office.

Minutes: A motion was made by Peter Rene to approve the minutes of February 24, 2005. A second motion was made by Richard Thomas and unanimously passed.

ACC REPORT: William Schmidt presented a summary report of the architectural changes within the Community.

FINANCIAL REPORT: Charles Godfrey and Peter René reviewed the financial reports for the month of March 2005. A question arose concerning two invoices for pest control and fertilization from Total Maintenance. Bristol Management to review these payments with the Accounting Department for accuracy. The Board requested a copy of the invoice from CBA Roof Consulting in the amount of \$1,000. Peter requested that the palm tree trimming cost in the amount of \$12,125 be moved from the reserve account (9350) to the operating Palm Tree Trimming account (8350). (Reserves were only to be used for residual hurricane expenses). Peter advised caution to be taken with cash flow; due to a \$20K loan payment was due in May, along with the MPOA assessment in the amount of \$19,750.

SECRETARY REPORT: Lisa Coffey was not present to make a report.

Management Report: Managers report is attached. Roof cleaning was to be extended for another 30-days. After this extension, the owner would be notified of a fine to be imposed, unless they could provide the Board with proof of repairs pending by a certified contractor.

OLD BUSINESS:

Drainage: Based on the discussion Charles Godfrey had with David Rotar (Town of Jupiter) on the drainage issues at the Hamptons, he made a motion to accept the proposal from the Town of Jupiter to take control of the drainage system in the Hamptons; Peter Rene made a second motion and the motion was unanimously passed. Bristol Management was instructed to send a letter in this regard to David Rotar.

Kloock Fence Repair: the issue of fence ownership and maintenance responsibility for the repair of the damaged fence at 103 South Hampton Drive was discussed. Due to the unique situation, Colleen Scalzo made a motion for the Association to share the expense of fence repair with the owner, Arnold Kloock. Richard Thomas seconded the motion and it was passed unanimously. However, the Board cautioned Mr.



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Kloock that this action was in no way acceptance of any future liability or ownership of the fence in question by the Association.

It was also agreed that Southern Yardscapes would trim the two oak trees adjacent to this lot, while they were on site, and the maple tree that was interfering with the fence would be removed at the cost of the Association.

Irrigation Pumps: Charles Godfrey presented the Board with information on the Black Max pumping station. The estimated cost for this pumping station was in the \$80,000 range. He was also obtaining a second proposal from the Hoover Pumping Systems. The Board agreed that additional information and study were needed on this matter.

Roofing Materials: A motion was made by Peter Rene to approve the roofing material verbiage in Appendix 1 dated 2/21/05 and the paragraph on Re-Roofing on page three & four of the ACC Standards; Colleen Scalzo seconded the motion and it was unanimously passed.

NEW BUSINESS:

ACC Committee: A motion was made by Charles Godfrey to formerly appoint William Schmidt, Joanne Callahan, George Litinski and Spence Berg to the Architectural Review Committee; the motion was seconded by Richard Thomas and passed unanimously.

Appeals Committee:

The Board confirmed the appointment of Ralph Edmonson and Dawn Kloock to the Appeals Committee. Additional members would be solicited via the next newsletter.

Landscaping Committee: A motion was made by Colleen Scalzo to start a Landscaping Committee and appoint Susan Schmidt and Barbara Litinski; the motion was seconded by Richard Thomas and passed unanimously. Responsibilities and parameters of this Committee will be discussed on a future date.

Tree Replacement: Bristol Management received a proposal for replacement shrubs from Total Maintenance. This proposal would be reviewed again with Total Maintenance to include ornamental trees and limit the area of improvement to Pinetree Trail only. Richard Thomas noted that additional trees were needed to replace the ones that were lost in the hurricane. The Board requested that Bristol Management obtain proposals for twelve 4"-5" caliber trees. Ornamentals such as: bottlebrush, Jatrophys, ligustrum and Oleander were to be considered.

Postal Concrete Slabs: Bristol Management provided the Board with a list of fourteen concrete slabs containing mailbox stations that needed attention. The Board requested that Bristol Management obtain proposals for these slabs to be lifted, tree roots cut, root barriers installed and slabs reset on leveled ground.



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Lake Maintenance: Total Maintenance will be advised to mow “away from the Homes” on the first round and “away from the Lakes” on the last round. This is to avoid debris from being blown on to residences and into the lakes.

ADJOURNMENT: With no further business to discuss, Colleen Scalzo made a motion to adjourn at 10:06 PM; the motion was seconded by Richard Thomas; passed unanimously. The next Board meeting is scheduled to take place on May 26, 2005.

Respectfully Submitted,

Carolynne Casale, LCAM
For and on behalf of the Board of Directors