

ARBOR TRACE CONDOMINIUM ASSOCIATION, INC.

A NOT-FOR-PROFIT CORPORATION

1000 ARBOR LAKE DRIVE • NAPLES, FL 34110 • (239) 598-2929

MINUTES OF February 15, 2017 THE BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, February 15, 2017. Arbor Trace Condominium Association's Board Members present were L. DePrisco, B. Foote, S. Zimmer, G. Kessel and M. McKee. This constituted a quorum. Staff attending D. Edenfield, N. Hoops, and D. Simpson.

The notice of the meeting had been posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of December 21, 2016.

<p style="text-align: center;">Next Meeting Wednesday, March 15, 2017</p>

A. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT January 2017 financials.

Social Committee – No report

Landscape Beautification – M. Foote reported the lack of rain has delayed plans for adding plantings to non-irrigated areas. The Committee is also working with D. Johnson from TP to discuss reasonable options for screening the area around the maintenance garage and lift station. The dumping of landscape debris will be relocated out of site.

Building and Grounds Committee – S. Zimmer reported that all of the major projects are completed.

B. Property Managers' Report:

Reported by N. Hoops

The benches in the elevator cars, of buildings two and nine are currently being reupholstered.

All mulching projects are complete, pine straw will be installed around the perimeters of the preserve areas.

The benches located around the common areas are being repainted.

New windows have been installed in buildings two and nine common areas.

The walkways at the entrances of buildings two and nine are to be repainted in early March.

C. TT LLC Report:

J. Meyers reported TT LLC is working on projects to improve the functionality of AG.

D. New Business:

Approval process for electric vehicle charging stations – A motion was made that the Arbor Trace Condominium Association adopt a system necessary to address the approval of Personal Auto Electric Chargers, within the Arbor Trace campus, including the Villas and midrise buildings, after discussion, the motion was seconded and approved unanimously. Copy of motion attached to original minutes.

E. Old Business:

None

With no further business, the meeting adjourned at 3:49 pm.

M. McKee, Secretary

Dated

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MINUTES OF March 15, 2017 THE BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, March 15, 2017. Arbor Trace Condominium Association's Board Members present were L. DePrisco, B. Foote, S. Zimmer, G. Kessel and M. McKee. This constituted a quorum. Staff attending D. Edenfield, N. Hoops, and D. Simpson.

The notice of the meeting had been posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of February 15, 2017.

Next Meeting
Wednesday, April 19, 2017

A. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT February 2017 financials.

Social Committee – B. Smith reported the Social Committee have “Welcome bags” to present to the new residents once S. Steinbach has met with them. An April 6th ladies’ tea luncheon is scheduled, reservations must be made through the receptionist. The next event will be May Social Graduation Day. We would like to borrow your High school or College pictures (names on back of picture) for this event. More information to follow.

Landscape/Beautification Committee – M. Foote stated any landscaping issues should be directed to the Landscape Beautification Committee prior to the staff.

Building and Grounds Committee – S. Zimmer reminded everyone to keep their garages/storage units locked.

B. Property Managers’ Report:

Reported by N. Hoops

The next big project is the repair of the street valves in front of buildings two and nine. The water will be shut off during this time. We will be sending out notices with the dates and times that the water will be off.

New irrigation heads and water lines are being installed on the south drive.

The walkways to buildings two and nine will be painted in alternating sides in an effort to continue to use the front entrance sliding doors.

We will be conducting general touch up painting areas where damaged from the woodpeckers.

C. TT LLC Report:

D. Yarian reviewed the TT LLC annual meeting that was held on March 15, 2017.

D. New Business:

None

E. Old Business:

None

With no further business, the meeting adjourned at 3:30 pm.

M. McKee, Secretary

Dated

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MINUTES OF April 19, 2017 THE BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, April 19, 2017. Arbor Trace Condominium Association's Board Members present were L. DePrisco, B. Foote, S. Zimmer, G. Kessel and M. McKee. This constituted a quorum. Staff attending D. Edenfield, N. Hoops, and D. Simpson.

The notice of the meeting had been posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of March 15, 2017.

Next Meeting
Wednesday, May 17, 2017

A. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT March 2017 financials.

L. DePrisco provided a brief update on the construction development at Kalea Bay.

Social Committee – B. Smith reported forty-two Ladies of Arbor Trace/Tower Pointe enjoyed the Tea Party luncheon on April 6. Two welcome bags were presented to new residents Mr. von Arx and Mrs. Federman. The next event is a “Graduation” party on May 18, 2017; everyone is requested to provide a high school and/or college picture of themselves for this event. Further information will be provided.

Landscape/Beautification Committee – B. Foote stated any landscaping issues should be directed to the Landscape Beautification Committee prior to the staff.

Building and Grounds Committee – S. Zimmer stated he is waiting for the rainy season to begin.

B. Property Managers' Report:

Reported by N. Hoops

The street valve replacement project in front of buildings two and nine is now complete.

Underway presently, exotics are being eradicated from the preserve areas. After the areas have been cleaned out, pine straw will be laid. This work is scheduled to be completed by the end of the month.

Flowers will be planted within the next 30 days. We are waiting for rain prior to replacing sod.

Pool/Spa renovation - The pool and spa will be shut down for at least three weeks and the project will start the day after Memorial Day (May 30). At that time, the propane heating system will be replaced with a geothermal heating system. (Geothermal energy is heat energy generated and stored in the Earth). The pool and spa will be retiled and resurfaced, ladders will be installed to new code. This entire area will be restricted and will be cordoned off.

C. TT LLC Report:

S. Basinger reviewed the TT LLC annual meeting that was held on April 19, 2017.

D. New Business:

None

E. Old Business:

None

With no further business, the meeting adjourned at 3:38 pm.

M. McKee, Secretary

Dated

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MINUTES OF May 17, 2017 THE BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, May 17, 2017. Arbor Trace Condominium Association's Board Members present were L. DePrisco, B. Foote, S. Zimmer, G. Kessel and M. McKee. This constituted a quorum. Staff attending D. Edenfield, N. Hoops, and D. Simpson.

The notice of the meeting had been posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of April 19, 2017.

<p style="text-align: center;">Next Meeting Wednesday, July 19, 2017</p>
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A. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT April 2017 financials.

L. DePrisco provided a brief update on the construction development at Kalea Bay.

Social Committee – B. Smith reported the committee is ready to deliver Welcome Bags once the new residents have been through the new resident orientation.

The graduation party is slated for tomorrow night (Thursday). We have received many pictures. No reservations are required.

Landscape/Beautification Committee – S. Zimmer stated that he has no comment.

Building and Grounds Committee – S. Zimmer stated he is waiting for the rainy season to begin.

B. Property Managers' Report:

Reported by N. Hoops

Flowers will be planted within the next two weeks and pine straw will be spread in the preserve areas.

Pool/Spa renovation - The pool and spa will be shut down for at least three to four weeks and the project will start the day after Memorial Day (May 30).

C. TT LLC Report:

D. Edenfield reported that AG is under major renovation. S. Basinger reported AG will be painted and new carpet installed.

D. New Business:

None

E. Old Business:

None

With no further business, the meeting adjourned at 3:35 pm.

M. McKee, Secretary

Dated

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MINUTES OF July 19, 2017 THE BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, July 19, 2017. Arbor Trace Condominium Association's Board Members present were L. DePrisco, B. Foote, S. Zimmer, G. Kessel and M. McKee. This constituted a quorum. Staff attending D. Edenfield, N. Hoops, and D. Simpson.

The notice of the meeting had been posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of May 17, 2017.

Next Meeting
Wednesday, September 20, 2017

A. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT April 2017 financials.

L. DePrisco provided a brief update on the construction development at Kalea Bay.

Social Committee – B. Smith reported the committee is ready to deliver Welcome Bags once the new residents have been through the new resident orientation.

The graduation party is slated for tomorrow night (Thursday). We have received many pictures. No reservations are required.

Landscape/Beautification Committee – S. Zimmer stated that he has no comment.

Building and Grounds Committee – S. Zimmer stated he is waiting for the rainy season to begin.

B. Property Managers' Report:

Reported by N. Hoops

Flowers will be planted within the next two weeks and pine straw will be spread in the preserve areas.

Pool/Spa renovation - The pool and spa will be shut down for at least three to four weeks and the project will start the day after Memorial Day (May 30).

C. TT LLC Report:

D. Edenfield reported that AG is under major renovation. S. Basinger reported AG will be painted and new carpet installed.

D. New Business:

None

E. Old Business:

None

With no further business, the meeting adjourned at 3:35 pm.

M. McKee, Secretary

Dated

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MINUTES OF OCTOBER 18, 2017 THE BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, October 18, 2017. Arbor Trace Condominium Association's Board Members present were L. DePrisco, B. Foote, S. Zimmer and M. McKee. Absent: G. Kessel. This constituted a quorum. Staff attending D. Edenfield, N. Hoops, and D. Simpson.

The notice of the meeting had been posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of July 19, 2017.

<p style="text-align: center;">Next Meeting Wednesday, November 15, 2017</p>
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A. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT September 2017 financials.

Social Committee – No report

Landscape/Beautification Committee – S. Zimmer reported that Hurricane Irma debris clean-up is ongoing County wide. S. Zimmer asked that everyone be patient with the debris clean-up as the entire south Florida is under major clean up and to find service is almost impossible. Arbor Lake Drive was blocked from fallen trees and the maintenance staff who weathered the hurricane here, immediately cleared an entrance/exit.

Please don't place personal items in the lobbies. These items will be removed and discarded.

M. Foote stated that we need to first focus on the Hurricane Irma cleanup before starting any new projects.

B. Property Managers' Report:

Reported by N. Hoops

Dryer vent cleaning will begin on October 23 (Monday) at 9:00 am at building 201.

Window cleaners will be here on November 13, 2017 and will be accompanied into your units by our maintenance staff.

We are working on pricing to repair the garage doors and roofing repairs.

The 2018 proposed AT budget is now being reviewed by the Finance committee.

C. TT LLC Report:

J. Meyers reported that TT LLC has had a very good year and will be spending approximately \$27,000 to reconfigure the generator transfer gear, which will allow the air conditioning system, phone system, etc., to be tied in to the generator. This will conform with the proposed new state law regarding nursing homes/assisted living, etc.

D. New Business:

None

E. Old Business:

None

With no further business, the meeting adjourned at 4:00 pm.

D. Simpson, Assistant Secretary

Dated

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MINUTES OF NOVEMBER 15, 2017 THE BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, November 15, 2017. Arbor Trace Condominium Association's Board Members present were L. DePrisco, B. Foote, G. Kessel, S. Zimmer and M. McKee. This constituted a quorum. Staff attending D. Edenfield, N. Hoops, and D. Simpson.

The notice of the meeting had been posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of October 18, 2017.

Next Meeting
Wednesday, December 20, 2017

A. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT October 2017 financials.

The AT Finance Committee met and reviewed the 2018 proposed AT budget and recommend to the AT Board that they present the budget for approval at the December Board meeting.

Social Committee – B. Smith stated the next event will be held on January 25, 2018 where we will learn a bit more about our AT Residents. The event will be called state your state.

On March 29, 2018 at 12:00 pm, the ladies of AT and TP will have “lunch at Tiffany’s”.

Building and Grounds – S. Zimmer thanked everyone and asked for their patience on debris removal and cleanup. S. Zimmer reported that there will be no major changes in landscape until the rainy season next summer. M. Foote reported that the plants are dormant at the time of the year.

B. Property Managers' Report:

Reported by N. Hoops

Red and white flowers are being planted today.

The window cleaners will be finished with the windows tomorrow.

The transformer on building nine is being replaced. The power will be out during the installation. A memorandum will be sent out notifying the building nine Residents of the date and time of the power outage once FPL confirms the date.

We have received two bids for painting with extra attention being paid to caulking, sealing and waterproofing of the Arbor Trace residences and carport/garages. A motion was made to approve the lowest bid from Florida Painters in the amount of \$115,245, which was seconded and approved unanimously.

C. TT LLC Report:

J. Meyers reported that TT LLC has had a banner year, although Hurricane Irma put a dent in it. Numerous projects were completed in 2017.

D. New Business:

The Board of Directors reviewed the 2018 meeting schedule.

E. Old Business:

None

With no further business, the meeting adjourned at 3:23 pm.

M. McKee Secretary

Dated

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MINUTES OF DECEMBER 20, 2017 THE BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, December 20, 2017. Arbor Trace Condominium Association's Board Members present were L. DePrisco, B. Foote, G. Kessel and S. Zimmer. This constituted a quorum. Staff attending D. Edenfield, N. Hoops, and D. Simpson. Absent: M. McKee

The notice of the meeting had been posted as required by the Association's by-laws and the statutes of the State of Florida.

The Board of Directors approved the minutes of November 15, 2017.

Next Meeting
Wednesday, February 21, 2018

A. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT November 2017 financials.

Social Committee – No report

Building and Grounds – S. Zimmer stated that the Irma debris removal and cleanup is ongoing.

B. Property Managers' Report:

Reported by N. Hoops

Additional tree trimming will start again in January to be included in the 2018 budget.

Florida Painters will start caulking, sealing and waterproofing the Arbor Trace residences and carport/garages at the end of January. Memorandums will be forthcoming with details.

C. TT LLC Report:

No report

D. New Business:

2018 budget – A motion was made to approve the AT 2018 budget as recommended by the AT Finance Committee, which was seconded and approved unanimously

2018 Arbor Pointe Management Agreement – A motion was made to approve the 2018 APM management agreement, which was seconded and approved unanimously.

Petition from Resident D. Boulton – A petition from D. Boulton was tabled until the February 2018 meeting.

E. Old Business:

Everyone was reminded, to use our onsite Real Estate Office, Tower Trace Realty to sell your unit.

With no further business, the meeting adjourned at 3:25 pm.

D. Simpson, Assistant Secretary

Dated

Draft to Nick Hoops for review