

ARBOR TRACE CONDOMINIUM ASSOCIATION, INC.

A NOT-FOR-PROFIT CORPORATION

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

MINUTES OF FEBRUARY 20, 2019 BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, February 20, 2019. Arbor Trace Condominium Association's Board Members present were, B. Foote, L. DePrisco, V. Govoni and K. Carson, Absent: M. McKee. This constituted a quorum.

Staff attending N. Hoops, D. Simpson, K. Cooney and D. Edenfield.

The notice of the meeting was 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 19, 2018.

Next Board of Directors Meeting Wednesday, March 20, 2019

A. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT January 2019 financials. L. DePrisco reported the Finance Committee consists of L. DePrisco, B. Bortz, G. Brown, B. Swidler and C. Armstrong.

Social Committee – P. Cadwallader reported that E. McAvoy and S. Bellon presented welcome bags to new residents, M. Wlodychak and B. Lynch (both residents of building 9).

S. Ohanian reported that she and J. Bellon are working a ladies Spring Fling luncheon. This event is on April 25th at Noon, the ladies at Tower Pointe are invited as well. The program will be a talk by Barbara Smith on the many hats we wear in life. Please make reservations.

Building and Grounds – K. Carson reported he has toured the grounds and buildings with Nick and has been advised of a few things in the works.

B. Property Managers' Report:

Reported by N. Hoops

N. Hoops reported there are big projects that are being scheduled. Tree trimming (Oak trees) is scheduled for next month. We are continually seeking ways to lower the use of irrigation water. We discussed the difference in water pipe sizes (reducing the size of the two-inch main to a four-inch main, we would be billed at a lower rate. Based on last year's water usage, and if we switched to a four-inch pipe, the savings would be approximately \$5,000 a month. At the expense of changing into the four-inch pipe, estimated cost is \$145,000. Just under \$72,000 for impact fees, equipment \$65,000, plus labor. The Finance discussed this at length.

Due to the repairs we have done, we are seeing the benefit of using less water, no leaks and the increase of reimbursement from TP and APM.

N. Hoops reported that the aluminum louvers on the east sides of buildings two and nine have been replaced. The western side louvers are scheduled within the next 4-6 weeks. Memorandums to follow with more detail.

The next step will be breaking down the cost and scheduling (2020) of replace louvers on all the villas.

Another big project that the Finance Committee discussed is the plumbing issues in buildings 2 & 9. Based on the engineering studies the lifespan for the plumbing is estimated at 30 years. We budgeted \$150,000 (in the reserve budget) to fully replace the plumbing in both buildings 2 & 9 in 2022. We received an estimate to fully replace the plumbing in both buildings 2 & 9, for \$185,000. However, in 2018 we spent \$9,000 for plumbing repairs. As we do repairs we replace a significant amount of pipe, ultimately going from new pipe to new pipe, new valves are installed outside of the individual units, for easier access when we have an emergency, etc.

C. TT LLC Report:

J. Meyers reported TT LLC., had a good meeting this morning and are in a very good financial shape. We will be spending a budgeted \$75,000 for a new generator. Arbor Trace Realty is very active.

D. New Business:

New Board Member G. Govoni thanked everyone for voting and supporting the Board.

E. Old Business:

None

With no further business, the meeting adjourned at 3:41 pm.

D. Simpson, Assistant Secretary

Dated

ARBOR TRACE CONDOMINIUM ASSOCIATION, INC.

A NOT-FOR-PROFIT CORPORATION

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

MINUTES OF March 20, 2019 BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, March 20, 2019. Arbor Trace Condominium Association's Board Members present were, B. Foote, L. DePrisco, V. Govoni, M. McKee and K. Carson. This constituted a quorum.

Staff attending N. Hoops, D. Simpson, K. Cooney and D. Edenfield.

The notice of the meeting was 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 20, 2019.

**Next Board of Directors Meeting
Wednesday, April 17, 2019**

A. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT February 2019 financials.

Social Committee –S. Ohanian reported a ladies Spring Fling luncheon is scheduled for Thursday, April 25th at Noon, the ladies at Tower Pointe are invited as well. The program will be a talk by Barbara Smith on the many hats we wear in life. Please make reservations.

Building and Grounds – K. Carson reported there is a lot going on and he has received some good suggestions. Shrubbery will be added around the carports. The big pile of debris will be removed. We need to wait for rainy season prior to adding additional plantings.

B. Property Managers' Report:

Reported by N. Hoops

N. Hoops reported he has received two quotes to install a keyscan door system for buildings two and nine. The keyscan system is currently being used at TP. N. Hoops stated that he would prefer to stay with the same vendor for continuity.

N. Hoops reported the oak trees were trimmed several weeks ago. Forty pallets of sod have been delivered and will be installed starting this Saturday.

N. Hoops reported that the aluminum louvers for the western sides of buildings two and nine have been shipped. Installation will be mid to late April.

C. TT LLC Report:

S. Basinger introduced the other two TT managers representing AT, M. Schwartz and J. Meyers.

S. Basinger reported they met with J. Welch from Bouchard Insurance who presented the property and liability insurance package for 2019 – 2020.

On Wednesday, March 27 at 10:00 pm, the TT LLC. annual meeting will be held at TP in the Gathering Place. Immediate past President, R. Chambers will open the meeting and provide a recap of the previous years' activities.

D. New Business:

A motion was made to approve \$12,123.25 from reserves for access door controllers and software, which was seconded and approved unanimously. The AT Finance Committee recommended approval of this project.

E. Old Business:

None

With no further business, the meeting adjourned at 3:20 pm.

M. McKee, Secretary

Dated

ARBOR TRACE CONDOMINIUM ASSOCIATION, INC.

A NOT-FOR-PROFIT CORPORATION

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

MINUTES OF April 17, 2019 BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, March 20, 2019. Arbor Trace Condominium Association's Board Members present were, B. Foote, L. DePrisco, V. Govoni and M. McKee. Absent: K. Carson. This constituted a quorum.

Staff attending N. Hoops, D. Simpson and D. Edenfield.

The notice of the meeting was 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 20, 2019 as amended. Amendment: remove the word sod and insert the word mulch.

**Next Board of Directors Meeting
Wednesday, May 15, 2019**

A. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT March 2019 financials. The Finance Committee recommends approving the reserve study conducted by W.J Johnson. The Finance Committee reviewed and recommends the Board approve.

Social Committee –S. Ohanian reported a ladies Spring Fling luncheon is scheduled for Thursday, April 25th at Noon, the ladies at Tower Pointe are invited as well. The program will be a talk by Barbara Smith on the many hats we wear in life. Please make reservations.

Building and Grounds – N. Hoops reported the insurance package at the cost of \$140,456.41, The maximum windstorm deductible is \$1,121,550.

B. Property Managers' Report:

Reported by N. Hoops

N. Hoops reported that the aluminum louvers for the western sides of buildings two and nine have been installed.

N. Hoops reported the budgeted seal coating (roads) will be done in conjunction with TP and the Clubhouse. The roadways will be remarked.

N. Hoops reported the installation of the keyscan door system for buildings two and nine is scheduled to start next week.

C. TT LLC Report:

S. Basinger reported TT LLC., approved \$27,000 to replace the drop ceiling tiles in the clubhouse main lobby area and the Colonnade room and the installation of new LED lights in the main lobby areas.

S. Basinger reported the portable generator is scheduled to be here in May. This portable generator will allow the community to run the sewer pumps, among other uses.

S. Basinger reported that we hired Ethel Hubbard, C.D.M., as the new Food Service Manager. Ethel has already begun to make improvements.

D. New Business:

None

E. Old Business:

None

With no further business, the meeting adjourned at 3:32 pm.

M. McKee, Secretary

Dated

ARBOR TRACE CONDOMINIUM ASSOCIATION, INC.

A NOT-FOR-PROFIT CORPORATION

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

MINUTES OF May 15, 2019 BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, May 15, 2019. Arbor Trace Condominium Association's Board Members present were, B. Foote, L. DePrisco, V. Govoni and K. Carson. Absent: M. McKee. This constituted a quorum.

Staff attending N. Hoops, D. Simpson, K. Cooney and D. Edenfield.

The notice of the meeting was 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 17, 2019 as amended. Amendment: remove the word sod and insert the word mulch.

**Next Board of Directors Meeting – NO JUNE MEETING
Wednesday, July 17, 2019**

A. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT April 2019 financials.

Social Committee –S. Ohanian stated there are no new activities to report on, however, if you have any suggestions/ideas for further events, please contact the Social Committee.

Building and Grounds – K. Carson reported that the community is looking great.

B. Property Managers' Report:

Reported by N. Hoops

N. Hoops reported that he and K. Carson work close together and tour the grounds at least monthly. N. Hoops stated that he keeps K. Carson up to date on any building repairs and/or updates.

N. Hoops reported concrete repairs is scheduled June 20-21, notices will be sent out. The sealcoat project will likely begin at the end of June. Please be on the lookout for trucks, parking lot closings and wet pavement.

N. Hoops reported minor roof repairs for the guardhouse and tile replacements here and there around the community, scheduled in June.

N. Hoops reported the flower beds are being readied for the summer flowers.

N. Hoops reported the drop ceiling tiles in the clubhouse main lobby area and the Colonnade room are being replaced and new LED lights are being installed in the main lobby areas. Scheduled to begin June 3, 2019.

N. Hoops reported the replacement of the fire pump which controls the sprinklers in the clubhouse and buildings 201 and 900 is scheduled to be replaced on Monday, June 10th. Maintenance will need to be here for a fire watch approximately three evenings.

N. Hoops reported that he is working with S. Steinbach to bring in the Fire Department for an awareness program.

C. TT LLC Report:

S. Basinger reported TT LLC., approved the purchase a new computer file server and software upgrades.

S. Basinger reported a new steam table was purchased for the kitchen.

S. Basinger reported on the real estate activities with Arbor Trace Realty.

D. New Business:

None

E. Old Business:

None

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

D. Simpson Asst. Secretary

Dated

ARBOR TRACE CONDOMINIUM ASSOCIATION, INC.

A NOT-FOR-PROFIT CORPORATION

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

MINUTES OF July 17, 2019 BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, July 17, 2019. Arbor Trace Condominium Association's Board Members present were, B. Foote, L. DePrisco, V. Govoni, M. McKee and K. Carson. This constituted a quorum.

Staff attending N. Hoops, D. Simpson, K. Cooney, D. Edenfield, K. Cranston, J. Hansen, J. Hoops and M. Bromley.

The notice of the meeting was 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 15, 2019 as amended. Amendment: remove the word sod and insert the word mulch.

<p style="text-align: center;">Next Board of Directors Meeting Wednesday, September 18, 2019</p>

A. Arbor Trace Realty

J. Hoops introduced the Arbor Trace Realty Team and reported on the real estate activities within the community. All unit owners were encouraged to use ATR when they are selling their unit and to remember to inform your estate of your wishes.

B. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT June 2019 financials.

Social Committee –S. Ohanian reported a “Get wild Safari” party is planned for October 10, 2019. If you have any suggestions/ideas for further events, please contact the Social Committee.

Building and Grounds – K. Carson reported that the community is looking great and Pro Scape is doing an excellent job.

C. Property Managers' Report:

Reported by N. Hoops

N. Hoops reported that the oak trees on the north side of the property will be trimmed and the oak trees on the south end of the property will be trimmed in fall.

N. Hoops reported sod and pine straw will be coming in within the next few months.

N. Hoops reported the seal coating project will begin tomorrow, memos to follow.

N. Hoops reported a lake analysis report will be forthcoming, possibly tomorrow.

D. TT LLC Report:

S. Basinger reported the new portable generator is here and will be chained to a cement pad.

S. Basinger reported a new standalone air conditioner was purchased for the laundry room.

K. Cooney reported on the new to go containers. These containers will eliminate the need to return the china plates. The containers are microwavable and biodegradable.

E. New Business:

V. Govoni reported she and a group of residents are preparing “A History of Arbor Trace” by researching and conducting resident interviews.

F. Old Business:

None

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

D. Simpson, Asst. Secretary

Dated

ARBOR TRACE CONDOMINIUM ASSOCIATION, INC.

A NOT-FOR-PROFIT CORPORATION

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

MINUTES OF September 18, 2019 BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, September 18, 2019. Arbor Trace Condominium Association's Board Members present were, B. Foote, L. DePrisco, V. Govoni, M. McKee and K. Carson. This constituted a quorum.

Staff attending N. Hoops, K. Cooney, D. Edenfield, K. Cranston, J. Hansen and M. Bromley.

The notice of the meeting was 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 17, 2019 as amended

**Next Board of Directors Meeting
Wednesday, October 16, 2019**

A. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT August 2019 financials.

Social Committee –S. Ohanian reported the Social Committee has been working hard on the “Get wild Safari” party planned for October 10, 2019.

Building and Grounds – K. Carson reported that the community is looking great and we have been working on the lake issue treatments. The lake fountain needs to be pulled and cleaned. Sod has been installed on the north side of the community. We are working on things as they come up.

B. Property Managers' Report:

Reported by N. Hoops

N. Hoops reported that the 2020 budget will include the cost of three aerators for the lake. The aerators will help with oxygen levels and promote a healthy lake system.

N. Hoops reported the engineering study is now complete and will be used in the budget process.

N. Hoops reported that he has a long list of plants/hedges that need to be replaced.

C. TT LLC Report:

S. Basinger reported on the real estate sales.

S. Basinger reported the pool coping is being replaced to due to rusting.

S. Basinger reported the Palm Court lanai in Arbor Glen does not drain properly and needed to be re-pitched so the water flows off the lanai (which is the sound above us currently). In addition, new patio furniture will be purchased.

D. New Business:

None

E. Old Business:

None

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

D. Simpson, Asst. Secretary

Dated

ARBOR TRACE CONDOMINIUM ASSOCIATION, INC.

A NOT-FOR-PROFIT CORPORATION

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

November 20, 2019

BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, November 20, 2019. Arbor Trace Condominium Association's Board Members present were, B. Foote, L. DePrisco, V. Govoni, M. McKee and K. Carson. This constituted a quorum.

Staff attending N. Hoops

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

The minutes of October 16, 2019 were unanimously approved.

**Next Board of Directors Meeting
Wednesday, December 18, 2019**

A. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT November 2019 financials.

Social Committee – S. Ohanian reported the committee is planning their next event which will be a casino night the last Thursday in January.

Building and Grounds – K. Carson reported there is nothing to update since the last meeting.

B. Property Managers' Report:

Reported by N. Hoops

N. Hoops reported on the 2020 budget increases (mostly reserves), a copy of the 2020 draft budget will be sent to all unit owners according to Fl. Statues.

C. TT LLC Report:

S. Basinger reported on the real estate sales.

D. New Business:

E. Old Business:

With no further business, the meeting adjourned at 3:20 pm.

D. Simpson, Asst. Secretary

Dated

ARBOR TRACE CONDOMINIUM ASSOCIATION, INC.

A NOT-FOR-PROFIT CORPORATION

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

November 20, 2019

BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, November 20, 2019. Arbor Trace Condominium Association's Board Members present were, B. Foote, L. DePrisco, V. Govoni, M. McKee and K. Carson. This constituted a quorum.

Staff attending N. Hoops and D. Edenfield

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

The minutes of October 16, 2019 were unanimously approved.

**Next Board of Directors Meeting
Wednesday, December 18, 2019**

A. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT November 2019 financials.

Social Committee – S. Ohanian reported the committee is planning their next event which will be a casino night the last Thursday in January. Flyers to follow.

Building and Grounds – K. Carson reported there is nothing to update since the last meeting.

B. Property Managers' Report:

Reported by N. Hoops

N. Hoops reported on the 2020 budget increases (mostly reserves), a motion was made to mail out the 2020 draft budget to all unit owners according to the Fl. Statues, which was seconded and approved unanimously.

N. Hoops reported the preserve cleaning is ongoing.

C. TT LLC Report:

M. Schwartz reported on various items that were discussed at the TT LLC. meeting, earlier that day.

D. New Business:

B. Foote reminded those residents that are interested in running for the AT Board of Directors, to get their proper paperwork submitted.

N. Hoops stated that there are a few residents interested in installing new wind abatement hurricane screens, that will require two thirds vote of the residents to change the documents.

E. Old Business:

None

With no further business, the meeting adjourned at 3:29 pm.

D. Simpson, Asst. Secretary

Dated

ARBOR TRACE CONDOMINIUM ASSOCIATION, INC.

A NOT-FOR-PROFIT CORPORATION

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

December 18, 2019

BOARD OF DIRECTORS MEETING

President B. Foote called the meeting to order at 3:00 p.m. on Wednesday, December 18, 2019. Arbor Trace Condominium Association's Board Members present were, B. Foote, L. DePrisco, V. Govoni, M. McKee and K. Carson. This constituted a quorum.

Staff attending N. Hoops and D. Edenfield

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

The minutes of November 20, 2019 were unanimously approved.

**Next Meeting is the Annual Members Meeting
Wednesday, January 15, 2020**

A. Committee Reports:

Treasurers Report: L. DePrisco reported on the variances of the AT November 2019 financials.

Social Committee – S. Ohanian reported the next event is a casino night, Thursday, January 30th at 4pm.

Building and Grounds – K. Carson reported the community is pretty well decorated and looks nice. The appearance of the lake has improved.

B. Property Managers' Report:

Reported by N. Hoops

N. Hoops reported that he is confident on the 2020 budget.

C. TT LLC Report:

J. Meyers reported on various items that were discussed at the TT LLC. meeting, earlier that day.

D. New Business:

2020 budget – A motion was made to approve the 2020 budget, which was seconded and approved unanimously.

2020 APM agreement – A motion was made to approve the 2020 APM LLC. Management Agreement, which was seconded and approved unanimously.

Appointment of TT LLC., Manager – A motion was made to reappoint S. Basinger, which was seconded and approved unanimously.

E. Old Business:

N. Hoops reported on amending AT documents to include the usage of Wind Abatement Screens. Further information at the February Board Meeting.

N. Hoops reported a three-system aerator for the lake will be installed at the first of the year.

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

M. McKee, Secretary

Dated