

LIVE OAK PRESERVE ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
July 21, 2010  
MINUTES

**Transcriptionist Note:** Please note that the minutes as transcribed contain only motions and items requiring action by the Board of Directors. They do not contain discussion unless specifically requested to be made a part of the record.

I. CALL TO ORDER

Frank Micallef, President of the Live Oak Preserve Association, Inc., called the Board of Directors Meeting to order at 6:30 p.m. on July 21, 2010, at the Grand Oak Club, 9401 Oak Preserve Boulevard, Tampa, Florida.

II. ROLL CALL & PROOF OF NOTICE OF MEETING

Directors Present:

Frank Micallef, President  
Anthony Leone, Vice President  
Kurt Callarman, Treasurer  
John Martel, Secretary  
Anandkumar Katoju, Director at Large

Staff Present:

Jerry Santana, CAM  
Janet MacNealy, CAM

Guests Present:

Candice - Starwood

A quorum of Board members was present.

Notice: The notice of the meeting was posted as required by the documents.

III. MINUTES

Frank Micallef made a motion to approve the June 16, 2010, Board of Directors meeting minutes as written. The motion was seconded by Anthony Leone. All in favor, the motion passed.

IV. PRESENTATIONS

A. Starwood Proposal, Small Sub-Associations Under Master – Candice briefed the Board on the proposed merging of unincorporated subs into Live Oak Preserve. The Board will consult with their legal counsel regarding the proposal.

B. TECO Lighting Agreement – The Board reviewed and discussed the TECO Lighting Agreement.

Frank Micallef made a motion to approve the TECO Lighting Agreement with a monthly fee of \$760.28 and a deposit of \$1,520.56 and with the verification that the lights are located within the gates on Association property. The motion was seconded by John Martel. All in favor, the motion passed.

V. MANAGEMENT REPORT

The management report was provided to the Board prior to the meeting for their review. The manager briefly reviewed the management report and answered questions from the Board.

VI. UNFINISHED BUSINESS

A. Envera Contract Update – The Board previously reviewed the proposal submitted by Envera to purchase the RFID system at approximately \$52,000.00 and lease equipment to include two (2) kiosks, camera system, DVR, and one (1) person onsite and to pay \$19,470.00 monthly for the service to include monitoring. The

Envera contract was signed and forwarded to the legal counsel for review. The contract details are currently being worked out between the Association's legal counsel and Envera per the Board's direction.

- B. 61 Street Lights to CDD – The manager briefed the Board on the status of the street lights. Andy Mendenhall with the CDD is working with TECO to finalize the transfer of the street lights to the CDD and is currently waiting to hear back from TECO. TECO is attempting to separate the invoices.
- C. Amenity Center Director (ACD) Job Responsibilities – At the June 16, 2010, Board meeting a draft of job responsibilities was provided for review.

Frank Micallef made a motion to approve the Amenity Center Director (ACD) job responsibilities as submitted. The motion was seconded by John Martel. All in favor, the motion passed.

- D. Contract for Protential Sports – Janet MacNealy previously briefed the Board on the proposed contract from Protential Sports noting that the contract does not include swimming on the certificate of insurance or a breakdown of daily activities as repeatedly requested of Nyree with Protential Sports. Based on the advice of the Association's legal counsel and the insurance company, the Board declined the contract.
- E. Pool Water Feature/Peeling Paint Update - The Board previously reviewed the proposal submitted by Munyan Painting to paint the water feature where the paint has peeled at a total cost of \$400.00. Greater Bay did not wish to correct the issue of the peeling paint at this time, but will pay the \$400.00 to have the work done. The painting is scheduled for August 25, 2010, to be completed by Munyan Painting.
- F. Plexiglas Replacement – The Board reviewed and discussed a proposal submitted by Terry Morton to replace the Plexiglas under the water feature with another material to eliminate constant breakage of the Plexiglas.

Frank Micallef made a motion to approve the proposal submitted by Terry Morton to install metal supports under the pool water feature and to replace the Plexiglas at a cost not to exceed \$1,700.00. The motion was seconded by Anthony Leone. All in favor, the motion passed.

- G. Expansion of Playground/Mulch – The Board reviewed the proposal submitted by Big Yellow for the addition of the new “soft mulch” to the newly expanded playground area.

Frank Micallef made a motion to approve the proposal submitted by Big Yellow to prep the playground area and to add mulch to the new playground addition at a total cost of \$928.75. The motion was seconded by John Martel. All in favor, the motion passed.

- H. Road Repair Update – Core samples have been taken and a report is due back soon. The manager will obtain bids to repair the roads once the report has been received.
- I. Drip Irrigation Update – The irrigation project by Big Yellow is scheduled to begin this week.
- J. GPI Contract Addendum – The Board has scheduled a workshop at Greenacre Properties, Inc., for August 11, 2010, at 6:30 p.m.
- K. Social Committee – The Social Committee reported on the recent luau being a large success. Anthony and Debbie Leone have volunteered to be added to the list of Committee members.

## VII. NEW BUSINESS

- A. Paid Holiday, Vacation, & Sick Time Policy – The Board reviewed and discussed the paid holiday, vacation, and sick time policy.

Frank Micallef made a motion to approve the paid holiday, vacation, and sick time policy as submitted. The motion was seconded by Anthony Leone. All in favor, the motion passed.

B. Clubhouse A/C Unit – The Board reviewed and discussed a proposal submitted by Progressive to replace the air-conditioning unit in the clubhouse.

Frank Micallef made a motion to approve the replacement of the air-conditioning unit in the clubhouse at a cost not to exceed \$10,000.00 based on the proposal submitted by Progressive and pending the receipt of additional bids. The motion was seconded by Anthony Leone. All in favor, the motion passed.

C. Big Yellow/Timer Upgrading – Scheduled to be replaced this week.

D. Clubhouse Restroom – The Board reviewed a request to open the second restrooms and opted to keep the second restrooms closed at this time, but will relook at the issue when the Envera contract is signed and the new cameras are in place.

E. Pool Repairs – Bids have been received to repair the marsite in the pool. Additional bids are pending. The manager will request references and additional information from the vendors.

F. Clubhouse Office – The Board authorized keeping the office closed on Sunday as there is no additional need at this time.

G. Holiday Lights/Banners – The manager will obtain proposals for putting up holiday lights as well as holiday banners during the year for miscellaneous holidays.

H. Signs – The Board discussed the purchase of two (2) bulletin boards/signs for the posting of community information.

Frank Micallef made a motion to approve the purchase of two (2) bulletin board-type signs with three (3") inch letters for community information with the location of the signs to be determined at a later date. The motion was seconded by Anthony Leone. All in favor, the motion passed.

VIII. NEXT MEETING

The next Board of Director's meeting will be held on September 22, 2010, at 6:30 p.m., at the Grand Oak Club, 9401 Oak Preserve, Tampa, Florida.

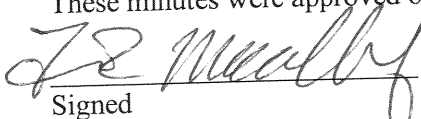
IX. ADJOURNMENT

There being no further business to come before the Live Oak Preserve Association, Inc., Board of Directors, a motion was made and seconded to adjourn the meeting at 7:54 p.m. All in favor, the motion passed.

Respectfully submitted,  
Gia Clinkscapes, For the Secretary

These minutes were approved on \_\_\_\_\_

9/15/10



Signed

Frank Micallef

Printed Name