

**AMERICAN CONDOMINIUM PARK-ZEPHYRHILLS
BOARD MEETING MINUTES
NOVEMBER 11, 2024**

1. CALL TO ORDER:

The November 11, 2024, meeting of the board was called to order at 9:00 A.M. by President Judy Hehn, follow by the pledge of allegiance. Sandi LaBonte gave the prayer.

2. ROLL CALL:

Roll call was taken by Secretary Patti Bush. All board members were present.

3. READING OF THE MINUTES:

Peter Grant made a motion to accept the October 16, 2024 meetings minutes as posted on webpage and bulletin board. Seconded by Bob Swope. Motion carried 5 Ayes

4. CORRESPONDENCE: NONE

5. TREASURER REPORT:

Operating fund ending Balance: \$114,734.08 (as of October 31, 2024)

Reserve Fund Ending Balance: \$501,111.90 (as of October 31, 2024)

Complete Treasurer's report is attached and posted on website and bulletin board.

Brian also reported that the Audit is now complete, and copies are available to the residence.

Peter Grant made a motion to approve the treasurer's report and the audit, seconded by Bob Swope. Motion carried 5 Ayes

6. REPORT OF ASSOCIATION OFFICE:

Peter Grant – reminded anyone getting repairs done need to fill in the Alteration Form/Work Order before repairs are made.

Patti Bush – All office forms are in the file bins next to the office door, fill them out and put into the mail slot if office is closed.

Judy Hehn/Peter Grant – reminded all residence that they need to check in or out of the office and to update their files in the office for mailings. This information is also needed due to the break-ins we had this summer.

Patti Bush – reminded pet owners that the office needs residences to register their pets and to make sure we have the veterinarian information with shots.

Judy Hehn – Popcorn machine cannot be in the kitchen in front of electrical boxes or exit door due to inspections. This also goes for the backroom exit doors.

Brian Hutchinson – announced that there would be 2 possibly 3 open positions on the board this year, if there are no volunteers we may have to go with a management company. Patti Bush reported checking into the cost of a management company, and they can cost anywhere from \$50,000 to \$150,000 a year.

7. COMMITTEE REPORTS:

RESOLUTION #16-24-25 Budget Committee

Patti Bush read the resolution and made a motion to approve Peter Beaulieu as chairperson, seconded by Bob Swope. Motion carried 5 Ayes

RESOLUTION #14-24-25 J-Rule Committee

Peter Grant read the resolution and made a motion to approve Deb Pontenberg as chairperson, seconded by Patti Bush. Motion carried 5 Ayes

RESOLUTION #15-24-25 Building and Grounds Committee

Bob Swope read the resolution and made a motion to approve Jack Hayworth and Matt Getchell as co-chairpersons, seconded by Patti Bush. Motion carried 5 Ayes.

RESOLUTION #16-24-25 Election Committee

Patti Bush read the resolution and made a motion to approve Kathy Staver as chairperson, seconded by Bob Swope. Motion carried 5 Ayes.

8. OLD BUSINESS:

Brian's getting quotes for the grease trap and the leak in the kitchen.

9. NEW BUSINESS:

Bob has a quote for a new ice machine in the kitchen. The cost is \$342.59. He asked if the Social Board could pay half, which would be \$171.19.

10. CONSENT AGENDA: NONE

11. TRANSFER OF SALE:

RESOLUTION: 17-24-25

Lot #046 Carol Ziegler/Betsy Dean to Larry & Heidi Murphy

Bob Swope made motion to approve, seconded by Peter Grant. Motion carried 5 Ayes.

RESOLUTION: 18-24-25

Lot #158 Bruce Vincent to Bob & Karen Burnett

Peter Grant made a motion to approve, seconded by Brian Hutchinson. Motion carried 5 Ayes.

RESOLUTION: 19-24-25

Lot #282 Cynthia Rowe to Scott & Pearl Hardman

Peter Grant made a motion to approve, seconded by Brian Hutchinson. Motion carried 5 Ayes.

RESOLUTION: 20-24-25

Lot #288 Ricky Herrera to Michael & Tanya McCall

Bob Swope made a motion to approve, seconded by Peter Grant. Motion carried 5 Ayes.

12. PARK BUSINESS:

Next Monthly Board meeting will be on Monday December 9, 2024, at 9:00 A.M.

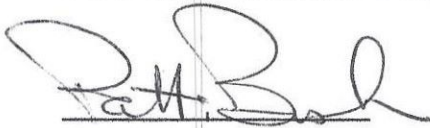
13. VOLUNTEER COMMITTEE ASSIGNMENTS:

Hurricane Shelter committee -Joe Freeman no report at this time, a sign-up sheet is on the board.

14. TOWNHALL TO FOLLOW: NONE

15. ADJOURNMENT:

Bob Swope made motion to adjourn, seconded by Brian Hutchinson. Motion carried 5 Ayes.

A handwritten signature in black ink, appearing to read "Patti Bush", written over a horizontal line.

Patti Bush

FOR THE BOARD OF DIRECTORS ACP-Z

American Condominium Park – Zephyrhills

Treasurer's Report

October 31, 2024

Operating Fund

Beginning balance	October 1 st	2024	\$113,725.58
Expenditures	October	2024	\$31,691.28
Deposits	October	2024	\$32,699.78
Ending Balance	Oct 31 st	2024	\$114,734.08

Reserve Fund

Beginning balance	Oct 1 st	2024	\$487,068.69
Expenditures	October	2024	\$ 0.00
Deposits	October	2024	\$ 14,043.21
Ending Balance	Oct 31st	2024	\$501,111.90

Respectfully submitted,

Brian Hutchinson, Treasurer

Resolution #13-24-25

Whereas Section 4.15 of the ACPZ Bylaws grants the Board of Administration/Directors the power to appoint committees;

And whereas at the January 2024 board meeting a resolve was passed to create the Budget Committee as a standing committee;

Now therefore, the ACPZ Board of Administration/Directors renames the committee the Finance and Budget Review Committee; and

Furthermore, assigns the following charges to that committee;

- Follow §718.112 and our bylaws
- To perform a comprehensive review of the operating budget §718.112 (2)(f)(1)
 - Compare actual expenditures to budgeted values
 - Review needs of park and determine if adjustments to budget values are needed
 - Review recommendations from Treasurer for increase or decrease to budget
 - Recommend changes to the board while maintaining a balanced budget
- To perform a comprehensive review of the reserve budget §718.112 (2)(f)(2a)
 - Review cost to replace and time to replace to determine if values are currently relevant
 - Determine if accumulated values will meet needs
 - Recommend changes to the board
- Provide a proposed budget and reserve for the upcoming fiscal year to the board no later than the January board meeting

Furthermore, the ACPZ Board of Administration/Directors appoints Peter Beaulieu as the Committee chair for the fiscal year of 2024-2025 and those persons willing to serve at the pleasure of the board.

Resolution #14-24-25

Whereas Section 4.15 of the ACPZ bylaws grants the Board of Administration/Directors the power to appoint committees;

And whereas Florida Statute, Section 617.0825, sub-section 8, provides that a not-for-profit corporation “*may create or authorize the creation of one or more advisory committees with any number of persons on the committee being non-directors*”;

Now therefore, the ACPZ Board of Administration/Directors creates the “J Rule Review Committee”

Furthermore, assign the following charges to that committee;

- *To perform a comprehensive review of the J Rules*
 - *Purpose – is rule necessary*
 - *Accuracy – is the wording correct*
 - *Enforceability – is the rule enforceable*
 - *Comprehension – is the wording understandable*
 - *Pertinence – is the rule relevant today*
- *To identify technical changes to the J Rules*
- *To review resident submittals for rule additions, deletions, or amendments to ascertain that the proposed language meets the intended purpose.*
- *Prepare document of submittal to the Board no later than the January board meeting that contains*
 - *All resident submittals*
 - *Committee amendments and*
 - *Remarks from the committee, including but not limited to, any results of committee votes taken*

Furthermore, the ACPZ Board of Administration/Directors appoints Deb Pontenberg as the Committee chair for the fiscal year of 2024-2025 and those persons willing to serve at the pleasure of the board.

Resolution #15-24-25

Whereas Section 4.15 of the ACPZ bylaws grants the Board of Administrators/Directors the power to appoint committees;

And whereas Florida Statute, Section 617.0825, sub-section 8, provides that a not-for-profit corporation “*may create or authorize the creation of one or more advisory committees with any number of persons on the committee being non-directors*”;

Now therefore, the ACPZ Board of Administrators/Directors creates the “Building and Grounds Committee”

Furthermore, assigns the following charges to that committee;

- To review maintenance needs of the community buildings, grounds and amenities, including but not limited to, clubhouse, gate house, laundry, streets, ponds, lawns, pool, shuffleboard courts, and tennis/pickleboard courts.
- Conduct monthly review of facility
- Review maintenance needs pointed out by residents
- Report out to the board any identified issues in need of repair or replacement
- Identify maintenance needs that can be accomplished through volunteers and those that would need to be contracted out
- Recommend a summer maintenance schedule to the board no later than April 1st
- Review resident work orders, ensure compliance of the ACPZ Rules by assigning members to be part of the “Duly Authorized Inspection Team of the Association”, and recommend approval or disapproval of the work orders to the Board of Directors.

Furthermore, the ACPZ Board of Administration/Directors appoint Jack Hayworth and Matt Getchell as Co- Committee chair for the fiscal year of 2024-2025 and those persons willing to serve at the pleasure of the board.

Resolution #16-24-25

Whereas Section 4.15 of the ACPZ bylaws grants the Board of Administration/Directors the power to appoint committees;

And whereas Florida Statute, Section 617.0825, sub-section 8, provides that a not-for-profit corporation “*may create or authorize the creation of one or more advisory committees with any number of persons on the committee being non-directors*”;

Now therefore, the ACPZ Board of Administration/Directors creates the “Election Committee”

Furthermore, assigns the following charges to that committee;

- *Be familiarize with State election laws*
- *Review prior year process to determine if any charges or improvements are needed*
- *Conduct candidate night (when necessary)*
- *Coordinate with Board to determine proper noticing of annual meeting*
- *Get volunteers for election day*
- *Coordinate use of proxies with Secretary and Assistant Secretary*
- *Oversee all voting procedures on election day, including confirmation or quorum, board election results, and other voting tallies.*

Furthermore, the ACPZ Board of Administration/Directors appoints Kathy Staver as the Committee chair for the fiscal year of 2024-2025 and those persons willing to serve at the pleasure of the board