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**Minutes for Board of Directors Meeting — April 27, 2017**

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**Board Members Present:**

Tom Corcoran*	Alan Johnson	John McKelvey	Ken Tarr
Robert Greenberg	Stephen Light	David Risley	Stephen Wilson
John Henry			

**Staff Present:**

Larry Bailey	Garth Lorenzen	Greg Pick
Tanya Douglass	Renee Miano	William Thomas

**Members Present:**

Mike Bishko/VI	Suzanne Friedmann/SE	Mary Lynn Myers/VI	Yolanda Simon/LU
Lynda Bulloch/VL	George Gage/MO	Jim O'Keane/CL	Bruce Sodeheln/IT
Bill Carpenter/BZ	Ed Kolesar/FE	Robert Obler/CA	Andrew Solan/AM
Connie DiPasquale/CO	Christine Madden/LU	Mary Jane Orbals/BU	Leslie Waters/BV
Nancy Doverspike/SA	Michael Madden/LU	Jack Ouellette/CL	Mary Wheeler/ME
Lynn Doverspike/SA	Tom Miller/VE	Gregory Oxley/CA	
Ralph Friedmann/SE	Joel Moranz/TZ	Janet Pino/LU	

**Neighborhood Representatives Present:**

Thomas Auth/RA	Bill Cseplo/CL	Mary Gage/MO	Sue Lass/LU
David Orbals/BU	Bill Scott/MI	Jean Tepton/CA	

**Others Present:**

Aaron Denton – Windham Studios  
Mike Bellamy – ISN (International Security Network)

\* *Via phone*

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**CALL TO ORDER**

The Meeting was called to order at 3:07 p.m.

**PROOF OF MEETING NOTICE**

Notice was provided in accordance with state statutes and governing documents. Notice was also provided to convene the Workshop of the South CDD, due to overlapping Board Members.

## **APPROVAL OF MINUTES FROM MARCH 28, 2017 BOARD MEETING**

Motion made by Mr. Light to approve all minutes, seconded by Mr. Henry, and carried unanimously.

## **INTRODUCTION OF NEW ASSOCIATION STAFF MEMBER**

Garth Lorenzen was introduced to the Board and the attending members by the General Manager, Greg Pick. Garth is a recently licensed CAM and has replaced Gina Migliorese in the Association Office.

## **COMMUNITY ENTRANCE REVITALIZATION TASK FORCE (CERTF)**

Mr. Corcoran walked the BOD through the introduction of the Community Entrance Revitalization presentation, the objectives to be obtained, and the guiding principles to be followed. Aaron Denton from Windham Studio, Inc., presented an extensive overview of the current landscape conditions of the Entrances. Proposed changes to the type of palms, plants and lighting were outlined. Windham Studios is currently working to provide comprehensive landscape plans for each entrance. Working with landscape contractors and Terry Wood, Director of Grounds, Windham Studio, Inc., will put together a proposed budget for the project. A lighting demonstration will be put in place beginning Monday, May 1<sup>st</sup> through Wednesday, May 3<sup>rd</sup> at the Main Gate and front entry.

Mr. Greenberg noted that many of the palms in the main gate are infected with the plant pathogen *Ganoderma zonatum* and will need to be replaced. The cost of replacing these diseased trees may run as much as \$10,000 per tree.

Mr. Denton and Tom Corcoran both received general questions posed by several Board Members and Homeowners regarding the landscaping plan and implementation.

And finally, Mr. Greenberg stated that the issue of funding the Community Entrance Revitalization Task Force would be voted on at the May 25<sup>th</sup> Board Meeting and that every effort would be made to complete this project without imposing a Special Assessment.

## **PERIMETER ACCESS TECHNOLOGY UPGRADES (Thomas)**

Bill Thomas (Director of Safety and Security) provided a comprehensive presentation on much-needed upgrades to the Mediterra gate access system. Our current security access system is nearly 15 years old and has become outdated and inefficient. Bill provided specific differences between our current system and the new system which is being considered.

Each member of the Board physically visited the Main Gate House in order to get a hands-on feel for the current operation and processes used by the Security Staff. Each Board member was satisfied with the need to upgrade and improve our current security system.

Mr. Greenberg strongly advised all residents of Mediterra to remember to lock their doors, lock their vehicles, set their home alarm systems when away from home, and to use their safe to store valuables.

## **PRESIDENT'S REPORT**

- a) **CDD Merger:** The Board has been advised by the District Manager of both the North and South CDD's that all the paperwork has been completed and the merger application will be submitted to the South Florida Water District and the two involved Counties in the next week or ten days.

- b) **Veteran Parkway Right of Way:** The West side of Livingston will not be abandoned by the County or FDOT because there is still a road master plan between now and 2030 to cut into Old 41. However, we are proceeding to get the ROW on the East side of Livingston and on the North side of Veterans Memorial that extends to the Talis Park property line. If the property is abandoned by the State, the County will receive one half and the South CDD will receive the half closest to our property line. The CDD would then deed the land to the MCA.
- c) **Distinctive Homes Development (DHD):** A community of 27 homes will be built on 17 acres. We have seen the concept plans and DHD has asked for an easement and permission to tie in to our storm water management piping system. We have received DHD's buffering plan and the final Draft Easement. The buffering and maintenance plan will be recorded together with the Easement and run with the land in perpetuity. DHD will also be required pay for any additional plantings required on Mediterra's side of the fence by the buffer zone in order to maintain line of sight screening.
- d) **Brush Fire Incident:** A brush fire incident occurred on the East Side north of Cabreo and south of Talis Park. It was started by two minor children experimenting with fireworks. One of the minors is the child of a Mediterra resident. Approximately two acres were burned within two hours and the fire was quickly contained. The Mediterra emergency response plan was implemented and worked well. We have been advised by South Florida Water Management and the Forest Service that no remedial plantings of any kind needs to be done. A fence was damaged by a first responders' vehicle and the cost of repair will be passed along to the resident.
- e) **Asphalt Sealcoating:** Several bicycle accidents have occurred along the Corso, a few of which have been serious. Both the sealcoating manufacturer and supplier have been contacted and it was determined that the application of sealcoating was done properly and that the appropriate sand mix measurements used were in accordance with the manufacturer's guidelines. Larry Bailey was onsite during the sealcoating application and confirmed that appropriate procedures were followed. A portion of the Corso was flooded in order to recreate the conditions believed to have caused the bicycle accidents. The roadway appeared more slippery when wet. It may be that the sealcoating caused the asphalt to be less porous.  
**Action Item:** An engineering consultant will be hired to further investigate the issue and make recommendations.
- f) **Speeding Issue / Castellano Way:** A "road rage" incident occurred along Castellano Way in which a resident vehicle was traveling at the posted speed limit and another resident vehicle following behind sped up and passed the first vehicle. Mr. Greenberg suggested that a "No Passing" sign be installed at the curved location on Castellano Way where the incident took place. The Board was reluctant at this time to consider the painting of a solid yellow line on the Corso.  
**Action Item:** The Board directed that a letter of warning be sent to the individuals involved in the "road rage" incident.

## TREASURER'S REPORT

- a) **2016 Audit:** Mr. Henry provided a synopsis of the 2016 Audit Review and stated that the full results of the Audit will be published on the Mediterra website by the end of May. Most significant in the Treasurer's Report, after approval by the finance committee of the audited

financials we received an unqualified opinion better known as a “Clean Report” on our results for 2016. Motion was made by Mr. Greenberg to accept the results of the 2016 Audited Financial Report. Motion seconded by Mr. McKelvey and carried unanimously by the Board.

- b) **Monthly Financials:** Mr. McKelvey reviewed the status of the financial statement ending March 31, 2017.

**Highlights:**

1) **Operating Expense Budget** - There was a \$16,000 deficit for the March 2017 operating expenses excluding depreciation (a non-cash item) which doesn't vary. This was favorable to the plan by \$5,000. Year to Date we had a deficit of \$50,700 which was unfavorable to our plan by \$11,000. The reason for the unfavorable variances were utility expenses due to the lack of rain and also the addition of a new community on the east side (Caminetto). The addition of Caminetto was completed after the budget was prepared which pays for items such as common area lawn mowing, security services, etc.

2) **Common Reserve Budget** - Common Reserves had a surplus of \$17,000 which is favorable to our plan by \$72,000. Year to date we have a surplus of \$81,000 which is favorable to our plan by \$219,000.

3) **Neighborhood Reserve Budget** - The Neighborhood Reserves have a surplus of \$7,000 for March 2017 and \$11,500 for the Year to Date which is \$9,000 unfavorable to the plan.

Mr. Greenberg made a motion to approve a 4% 401K match for 2017. Motion seconded by Mr. Henry and carried unanimously by the Board.

**GENERAL MANAGER'S REPORT (Pick)**

- a) **Traffic report:** Seventeen instances of excessive speed were reported within Mediterra during the past month. Eight (8) were Mediterra residents, six (6) were Guests, six (6) were Service Providers, and one (1) was an employee of the Club who was subsequently released from employment. Warning letters were sent to the eight residents, none of whom were repeat offenders. Bill Thomas has made phone calls to the service providers who were caught speeding and warned them to obey our speed limit.
- b) **Crime report:** Two unauthorized persons were caught fishing and ejected from the property. An unoccupied home was broken into and two attempted break-ins of occupied homes occurred. CCSO was summoned on both occasions and no persons were apprehended after a thorough search of the area. A vehicle was stolen which was later recovered within Mediterra property. Jewelry was stolen from a home which has not yet been recovered. Sheriff's patrols through Mediterra have been increased with the CSCO bearing the cost of these extra patrols.

Mr. Greenberg noted that the home in which the jewelry was taken from was unlocked, the alarm was not turned on, and the jewelry was not stored in the home safe. The Board stresses to all residents of Mediterra to lock your car, lock your doors and windows, and please set your alarm when you leave your home. Homeowners are also strongly advised to vet your Vendors and any other service personnel that you may have performing work for you.

- c) **Main Fountain Pump:** A new pump for the main fountain has been purchased and installed at a cost of \$3,500.

## NEW BUSINESS

- a) **Security Access System:** Motion made by Mr. Greenberg to approve a Reserve Request in the amount of \$150K for security system upgrades requested by Bill Thomas. Motion seconded by Mr. Light and carried unanimously by the Board.
- b) **Turnover of Staff and Compensation:** Greg reported that starting pay and current pay rates are consistent with industry wide standards. Mr. Greenberg requested that any needed salary adjustments be submitted through the Finance Committee and incorporated into the next budget.
- c) **Reserve Request for Landscape Architect:** Motion was made by Mr. Greenberg to approve a Capital Expenditure from Common Reserves in the amount of \$13,200 requested by Greg Pick, to fund the balance of the landscape consultant contract which is already in place. Motion was seconded by Mr. Light and carried unanimously by the Board.

## OLD BUSINESS

- a) **Park Parterre Walkway Deed and Lighting:** This item remains on hold until issues are resolved between MCA and London Bay.
- b) **Declaration and Bylaws Amendments:** Mr. Greenberg stated that a final and good-faith offer to resolve the differences between the MCA and London Bay regarding the proposed amendments to the Declaration. Mr. Wilson has taken our proposal under consideration and will provide a response to MCA after consulting with counsel.
- c) **Digital Communications Task Force Update:** Mr. Light provided the Board with an overview of issues currently affecting cable and internet service within Mediterra. The committee met with Comcast and Hotwire Communications to discuss upgrades needed to our current system as well as the benefits of the bulk purchase of cable and internet services. The Communication Task Force continues to investigate options for upgrading services within Mediterra and will provide its recommendations to the Board in the future.
- d) **Wildfire Prevention Task Force / Wildfire Plan without Evacuation:** Mr. Tarr presented an update on the Wildfire Prevention Task Force. He reported that he and Terry Wood meet with the General Manager of Resource Conservation Systems (RCS), Mr. Vincent Barraco. RCS will be checking the furthest points from the pump houses for flow and pressure. The biggest risk for a Preserve fire in Mediterra is the pine straw around homes. Several items of discussion included the need for a 14-foot fire break through the Preserves, the high amount of pine straw in the Preserves, and the need for a minimum of 30 feet of defendable “hard space” around homes. The irrigation system will be checked for proper flow and pressure and to ensure that there are no pipeline blockages.

Bonita Bay Group retained the right to create fire trails in the Preserves and now both South and North CDD’s are going to the South Florida Water Management District to have those fire trails established. Ideally a fire trail would be created that runs from Parque Celestial to the Calusa Play Park. These fire breaks would not be designated as walking trails.

## ADJOURNMENT

Motion made by Mr. Greenberg to adjourn the meeting. Motion seconded by Mr. McKelvey and carried unanimously by the Board. Meeting adjourned.