Druid Oaks Association, Inc.

Board of Directors Meeting Minutes

Date: June 4, 2026
Location: Zoom Meeting
Called to Order: 6:00 PM by President Philip Lupi

1. Roll Call

Board Members Present:

- Philip Lupi, President
- Barbara Anderson, Vice President
- Denise Neilson, Treasurer
- Angel Zick, Secretary

Management Present:

- Brian Bongo, Ameri-Tech
- Andrew George, Ameri-Tech
- Tracy (Ameri-Tech)

A quorum was established.

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2. Approval of Previous Meeting Minutes

The Board reviewed the March 19, 2026 meeting minutes.

Motion: Approve the March 19, 2026 Board Meeting Minutes as presented.
Motion By: Angel Zick
Seconded By: Denise Neilson
Vote: Unanimously approved.

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3. Open Items Follow-Up

Financial Expense Clarification

Management reported that:

- Approximately $750 website expenses and $400 DBPR expenses had been coded to the wrong account.

- Reclassification of these expenses will reduce the apparent deficit in the affected budget category.

Carport Repairs and Long-Term Planning

- Emergency carport repairs completed March 20, 2026.
- Painting of repaired post completed the week of April 27, 2026.
- Board discussed future repair and replacement planning.
- Consensus reached to begin obtaining estimates before budget season and evaluate reserve funding options for future replacement projects.

Bulletin Board

- New bulletin board has been installed.
- Remaining keys will be distributed to board members.

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4. Treasurer's Report

Management reported:

- Operating account balance approximately $147,387.73 as of June 4, 2026.
- Current figures do not yet reflect the recent insurance payment.
- Full May financial reports were not yet available.

Insurance Financing

The Board discussed:

- Continuing efforts to pay off the insurance financing earlier than the scheduled term.
- Potential use of insurance budget savings to reduce principal.
- Building a larger insurance down payment fund for future years.

Management will confirm the status of the insurance finance agreement and payment schedule.

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5. Unfinished Business

Reserve Account Review

Management reviewed reserve account activity related to:

- Exterior painting project.
- Walkway and balcony repair expenditures.
- Negative paint reserve balance.

Management will:

- Search archived records for prior board approval regarding reserve transfers.
- Determine whether reserve adjustments are needed to properly reflect prior board actions.

Fire Extinguisher Cabinet Replacement

The Board reviewed contractor bids for installation of new fire extinguisher cabinets.

Motion: Approve the lowest bid submitted by Dan for fire extinguisher cabinet installation.
Seconded By: Barbara Anderson
Vote: Unanimously approved.

Management/Board will notify the contractor and proceed with scheduling.

Vendor Contract Review

The Board discussed:

- Collecting signed copies of all active vendor contracts.
- Creating a contract tracking system showing renewal and cancellation deadlines.
- Reviewing contracts during upcoming budget planning.

Management will obtain signed copies and prepare a renewal schedule.

Spectrum Contract

The Board reviewed a recent rate increase under the Spectrum bulk agreement.
Management advised that:

- Annual increases are consistent with contract terms.
- Additional fees and surcharges may contribute to increases.
- Renegotiation opportunities may become available after the required contract period.

No action taken.

Security Cameras

The Board discussed the status of the community camera system.
Management will:

- Inspect the system on-site.
- Locate recording equipment and determine operational status.
- Attempt to identify the original installer and determine whether repair or replacement is most appropriate.

Gutter and Soffit Repairs

Known issues were discussed, including:

- Unit 905 gutter and soffit damage.
- Unit 201 gutter concerns.
- Additional soffit issues throughout the property.

Management and Board members will document locations and obtain repair recommendations.

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6. New Business

Delinquent Accounts

Management reported that two owner accounts remain more than 90 days delinquent.

Motion: Authorize the Association attorney to proceed with collection actions on the two accounts that are more than 90 days delinquent.

Motion By: Angel Zick
Seconded By: Philip Lupi
Vote: Unanimously approved.

Architectural Review Process

The Board discussed formalizing the architectural review process, including permit verification requirements, application procedures, approval documentation, and record retention.

Motion: Approve the revised Architectural Review process and associated application procedures.

Motion By: Denise Neilson
Seconded By: Angel Zick
Vote: Unanimously approved.

The Board also ratified previously approved architectural applications reviewed between meetings.

Pool Rules and Emergency Signage

The Board reviewed proposals for replacement pool rules signage, emergency information signage, and related compliance signs.

Motion: Approve Area Printing of Dunedin to produce the approved pool rules, emergency information, and related signage.

Motion By: Angel Zick
Seconded By: Philip Lupi
Vote: Unanimously approved.

Committee Formation

The Board discussed opportunities to increase owner participation and volunteer involvement within the community.

Motion: Establish the following standing committees:

1. Maintenance & Storm Response Committee
2. Beautification & Social Committee

Motion By: Angel Zick
Seconded By: Philip Lupi
Vote: Unanimously approved.

The Board directed management to assist with documenting committee participation and volunteer activities as appropriate.

Key Card Policy

The Board discussed establishing a formal key card policy, including assignment tracking, replacement procedures, inventory management, and owner responsibilities upon sale of a unit.

The Board discussed establishing a formal key card policy, including:

- Providing two key cards to new owners.
- Establishing replacement procedures and fee of $50 on lost/damaged cards.
- Maintaining inventory records and assignment tracking.
- Investigating whether previously purchased cards remain in inventory.

Consensus was reached to:

- Have Ameri-Tech order 10 cards to keep at their offices.
- Have Ameri-Tech assist with recordkeeping and distribution procedures.

No formal motion was made.

Email Consent Program

The Board discussed reducing printing and mailing expenses by obtaining owner consent to receive official notices electronically.

Motion: Approve distribution of an Email Consent Form to all owners and authorize management to implement the email consent program for owners who elect to participate.

Motion By: Denise Neilson
Seconded By: Barbara Anderson
Vote: Unanimously approved.

Action Item: Management will prepare and distribute email consent forms and update owner communication records accordingly.

Hurricane Season Preparedness

The Board discussed preparations for the 2026 hurricane season, including tree trimming, property inspections, and storm-response planning.

Management will conduct a property walkthrough with Board members and obtain arborist recommendations if necessary.

Association Credit Card

The Board discussed obtaining an Association credit card for approved Association expenses to simplify reimbursement procedures.

Management explained the application process and requirements. The Board agreed to determine the designated cardholder and provide the necessary information to management.

Historical Records Review

The Board discussed the large volume of records currently stored with Stevens & Stevens and opportunities to reduce storage expenses by reviewing records eligible for destruction under applicable retention requirements.

Management will:

- Confirm the number of boxes currently in storage.
- Provide an inventory of stored records.
- Coordinate a records review session at the Clearwater office.
- Assist with identifying records eligible for destruction.

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7. Adjournment

Motion: Adjourn the meeting.
Motion By: Philip Lupi
Vote: Approved.

Meeting Adjourned: 7:59 PM

Submitted by:
Angel Zick, Secretary
Druid Oaks Association, Inc. (Draft Minutes)