Druid Oaks Condominium Association
Board of Directors Meeting Minutes
Date: March 19, 2026
Time: 6:02 PM
Location: Zoom (virtual meeting)

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1. Call to Order

The meeting was called to order at 6:02 PM.

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2. Attendance

Board Members Present:

- Phil Lupi
- Angel Zick
- Denise Neilson
- Barb Anderson

Also Present:

- Ameri-Tech Property Management Representative, Jim Mateka
- Michele
- James Schaedler

A quorum was confirmed.

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3. Proof of Notice

Notice of the meeting was properly provided via email, posted on the association website, and displayed on the bulletin board at the pool.

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4. Approval of Previous Meeting Minutes

No prior meeting minutes were available for review.

- Property management has been unable to locate past minutes.

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5. Treasurer's Report

The Treasurer's Report was presented based on the February 28, 2026 financials:

- Operating Fund: $41,938.75
- Reserve Fund: $74,524.60
- Utility Deposits: $260.00
- **Total Assets:** $116,723.35

Key Discussion Points:

- Paint reserve shows a negative balance of approximately $7,200.
- January reflected an approximate $8,000 deficit, indicating gradual replenishment.
- Uncertainty regarding whether painting expenses were charged to the correct reserve category.
- Painting project believed to have occurred in summer 2024 with related work in early 2025.
- Board requested supporting documentation including invoices and prior approvals.

Action Items:

- Property manager to research paint reserve deficit and provide supporting documentation.
- Property manager to bring general ledger and invoices to future meetings.

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6. Financial Questions & Clarifications

- A $1,500 printing/copy expense (vs. $375 budget) was discussed.
- Likely includes annual meeting mailing and coupon book costs.

Action Item:

- Property manager to provide detailed financial backup for review at future meetings.

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7. Website & Communication Issues

- Difficulty accessing the meeting due to lack of a clickable Zoom link was discussed.

Action Item:

- Ensure future agendas include a clickable Zoom link.

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8. Motions

1. Bulletin Board Replacement
A motion was made to replace both existing bulletin boards with one larger board. The motion was put to a vote and passed unanimously.

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2. Carport Repair (GE Welding – $1,600)
A motion was made and seconded to approve carport repair by GE Welding in the amount of $1,600. The motion was put to a vote and passed unanimously.

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3. Lockbox Replacement
A motion was made and seconded to replace the lockbox. The motion was put to a vote and passed unanimously.

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9. New Business

A. Landscaping Issues – Discussion

- Discussion regarding responsibility if landscapers damage sprinkler systems.
- Clarification needed on whether landscapers are responsible for repairs and how charges are handled.
- Concern raised about landscapers placing leaves and debris into community dumpsters.

Action Items:

- Property Manager to ensure landscaping company knows not to place debris in dumpsters. *This is law in Pinellas County.

B. Fire Extinguishers and Cabinets

- Several cabinets are missing doors. One is on the ground.
- Cabinets are old, replacements are unavailable. Need decision on whether to replace all cabinets or use brackets. Decision to be made after cabinet and bracket options are priced to determine best course of action.

Action Items:

- Property Manager to provide approximate costs for each replacement type for future decision.

C. Excessive Car Washing

- Water is a community resource and usage balances acceptably.

Action Items:

- Board or Property Manager? to post Pinellas County drought regulations on car washing in new bulletin board when available.

D. Vendor Contracts – Discussion

- Board requested copies of all vendor contracts for review.
- Emphasis on transparency and accessibility of agreements.

Action Items:

- Property Manager to provide deadline of March 27, 2026 to provide copy of contract, otherwise move to bid the service.

E. Ameri-Tech Contract – Discussion

- Current 3-year contract terms discussed. Expires December 31, 2028
- Further clarification needed on language on contract surrounding annual rate increases of 7%.

Action Items:

    - Property Manager to provide clarification on annual increases or a locked in price for 3 years.

F. Property Manager Communication

- Expectations discussed regarding response times and communication standards.
- Board emphasized need for timely updates and proactive communication.

G. Carport Replacement or Repair

- Discussion regarding whether full replacement vs. repair had been previously evaluated.
- Clarification needed on past assessments and recommendations.
- Next steps to be determined.

H. Cameras on Property

- Question raised regarding whether cameras are currently functional.
- If not operational, board to determine next steps for repair or replacement.

I. Keys & Bulletin Boards

- Discussion regarding all locks on the property and key control.
- Board members to ensure they have copies of necessary keys.
- Tied to broader discussion of bulletin board access and replacement.

J. Website Update

- Website is updated to reflect current board members.

K. Document Review – Discussion

- Board expressed need for access to governing documents and records.

- Emphasis on organization and availability of association documents.

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10. Minutes & Recordkeeping Protocol

The Secretary confirmed responsibility for preparing meeting minutes.

Minutes will be:

- Distributed to board members
- Submitted to property manager
- Approved at a subsequent meeting
- Posted as official records

Action Item:

- Secretary to prepare and distribute minutes from this meeting.

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11. General Discussion

- Board emphasized need for improved transparency, documentation, and financial clarity.
- Carport work expected to begin and be completed shortly.

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12. Adjournment

Meeting adjourned at 8:24 pm.

Summary of Action Items

1. Property manager to locate financial documentation.
2. Property manager to research paint reserve deficit.
3. Property manager to provide general ledger and invoices.
4. Property manager to ensure agendas include clickable Zoom links.
5. Secretary to prepare and distribute meeting minutes.

6. Property manager to obtain vendor contracts.
7. Property manager to evaluate Ameri-Tech contract terms.
8. Confirm camera functionality and next steps.
9. Inventory keys and locks; distribute to board members.

Prepared by:
Angel Zick, Secretary

Pending Approval at Next Board Meeting