



**MINUTES**  
February 10, 2023

The meeting was called to order by President Harman at 9:01 a.m. at Betmar clubhouse. President Harman led the Pledge of Allegiance.

Secretary Snell took Roll Call. There were 13 member communities represented. The minutes to the January 13, 2023 meeting were read. President Harman made 1 change and a motion was made, seconded and passed to accept the minutes as amended.

Treasurer Lawrence reported that as of 2/9/2023 the EPROC Account had not changed since the last meeting.

President Harman announced the five (5) concurrent round table discussion topics and asked attendees to choose a topic they are interested in, move to that table, and select an individual at each topic group to take notes and at approx. 10:15 be prepared to summarize what was discussed so those from other topic groups would know what was covered.

President Harman reconvened the meeting at approx. 10:15 to begin the summarizations of the sessions:

- **Fining Committees:** Discussion points included:
  - Reviewing Florida Statutes 718-303, 719-303 and 720-305.
  - The steps include warning, written follow-up notice then Compliance Committee.
  - A fine may not become a lien against a unit (FS718 & FS719). A fine of less than \$1000 may not become a lien against a unit. (FS720)
  - An opportunity for a hearing before a committee of at least three members appointed by the board who are not officers, directors, or employees of the association, or the spouse, parent, child, brother, or sister of an officer, director, or employee.
  - A fine or suspension levied by the board of administration may not be imposed unless the Board first provides at least 14 days' written notice to the unit owner.
  - A fine may not exceed \$100 per violation, or \$1,000 in the aggregate.
  - A fine payment is due 5 days after the date of the committee meeting at which the fine is approved and the association must provide written notice of such fine or suspension by mail or hand delivery to the unit owner.
- **Contractors & Contracts:** Discussion points included:
  - Most communities have one person in charge of contracts, however, it was agreed that using committees allows for more input.
  - It is recommended to have a contract list by expiration date to allow better planning.
  - To make sure that you are getting the desired service, you can either write your own contracts or modify the contractor's.
  - You should bid contracts if you are dissatisfied with the current service, are facing price increases or periodically to see what others are charging.

- It is best to try to get at least 3 bids, if possible, while accepting the best bid, which may not be the cheapest.
- It is important to state how any increases in future years will be handled – such as a percentage increase every year or based on the contractor’s cost for materials.
- Corporations should not have hand-shake contracts.
- Interviews can be held with all bidders, finalists or just the winning bidder, depending on the circumstances.
- It is recommended that there be 1 year contracts with automatic renewal for several more years if both sides are happy. This saves having new contracts every year.
- No communities had cancelled contracts for non-performance. It was noted that if you try to enforce a contract, legal costs need to be considered.
- Contractor conferences should be held if there is a problem or concern.
- It is recommended that thank you letters be sent to unsuccessful bidders to maintain a good relationship so they will bid again.
- You need to make sure the contractor has the necessary state license and has sufficient insurance, including having the community listed on the policy, if possible.
- **Pets:** Discussion points included:
  - If you feed a stray cat/dog for 3 months, the county/city considers you to be the owner and hold you responsible for having it spade/neutered.
  - Some counties have grants for helping with feral cats.
  - Rabies shots are required every 3 years
  - Check with the insurance company for the community on pets (breeds) covered/not covered in your policy and update the rules & regulations to those.
  - Zephyrhills has been having significant problems with feral cats, you can call Billy Poe (Zephyrhills City Manager) to help with enforcing cat control or what you can do.
- **Hurricane Prep & Clubhouse Use:** Discussion points included:
  - Mandatory evacuations occur at category 2
  - Do not expect there to be any emergency services
  - There are only a few shelters in the Zephyrhills area. Sites are not announced until ready to open. The agency in charge of the shelters is Pasco Co. Emergency Management in New Port Richey
  - Clubhouse should be locked and have a sign posted that building is not a certified shelter
  - Park would be legally responsible if someone dies, needs medical care or is hurt leaving the building and people are not allowed to leave after dark for the same reasons.
  - Be ready for the 1st 72 hours.
  - Prepare ahead of time to leave, have a go bag; Fill prescriptions (doctors allowed to write scripts early in these cases), have cash in small bills, pack sturdy shoes due to danger of debris and leave BEFORE the storm
  - Survival Kit; non-perishable food for a few days, pictures of home and belongings (may need for insurance later), pets – hotels have to let them in by law in an evacuation situation.
  - Refusal to leave under a mandatory evacuation order is a 2nd degree misdemeanor.
  - Individuals with Special Needs; There are shelters specifically those with special needs. Application has to be submitted ahead of time and qualify. Application can be found on the Pasco Co Emergency Mgmt. website. The person is allowed to bring a companion. Travel can be provided to the shelter and Medical staff will be available. Individuals who are bedridden should evacuate to a hospital.

- **Insurance:** Discussion points included;
  - Community property insurance
  - Board of Director insurance
  - Insurance for volunteers
  - Home insurance; 1) It's difficult to get home insurance if the unit is older than a 1970 model, 2) Insurance cost depends on the age of the roof, electrical (circuit breakers & type of wiring), age of plumbing, age of HVAC units and the amount of updates.

President Harmon gave an update on Board Certification Training being given on February 15, 2023 and stated it may be moved to March next year. He also stated that the next meeting (March 10, 2023) would be held at Tippecanoe Village and the guest speaker would be Ron Oakley, Pasco County Commissioner.

Being no further business, the meeting was adjourned 10:55 a.m.

Respectfully Submitted By,  
Valarie Snell, Secretary